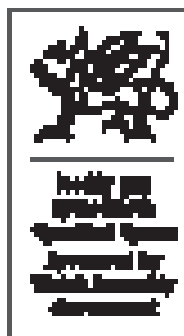




Profesiynau Iechyd Cymru
Health Professions Wales

Annual Report 2003 – 2004



QUALITY EDUCATION PRACTICE

Mission Statement

Health Professions Wales enhances healthcare delivery through quality assurance and promotion of standards of excellence in healthcare education and practice.

**The second Annual Report of Health Professions
Wales submitted to the Minister for Health and
Social Services of the National Assembly for
Wales for the period 1 April 2003 to 31 March 2004**

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Report on Health Professions Wales in 2003/2004

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Report on Health Professions Wales in 2003/2004

Mission Statement and Values

Health Professions Wales enhances healthcare delivery through quality assurance and promotion of standards of excellence in healthcare education and practice.

Health Professions Wales works in support of modernisation and reform of the NHS in Wales and participates in delivery of the Welsh Assembly Government's agenda for change. In doing so it promotes the following:

The patient/client is the central focus for care delivery

Enhanced quality of care across all sectors of the health service

High quality education, training and development for the NHS workforce to support personal and professional development

Wide access to a diverse range of career opportunities within NHS Wales

Structured career pathways for healthcare professionals, which identify, value and build on individual talent and potential

Career pathways, which value practice and education in equal measure

Lifelong learning

Supporting shared and inter-professional learning and working

Collaborative working across the whole healthcare team

Encouraging patient/client participation in care delivery

Involving service users in education, training and development programmes for healthcare professionals

Encouraging Welsh language provision in development of the workforce

Systems of audit and evaluation within healthcare education and practice, which support improvement.

Report on Health Professions Wales in 2003/2004

Dear Minister

Annual Report 2003/2004

I am pleased to present the second Annual Report for Health Professions Wales, covering the year 2003/2004. This report describes the work of Health Professions Wales during the year and how it has delivered against the objectives initially set out at the National Assembly for Wales Health and Social Services Committee on 13 March 2002.

The past twelve months have marked a period of significant change for Health Professions Wales. The year commenced with the enactment of Parliament's *Health (Wales) Bill* in April 2003 and culminated in March 2004 in the National Assembly's approval of the Statutory Instruments establishing Health Professions Wales as an Assembly Sponsored Public Body.

Ensuring the successful establishment of Health Professions Wales as an Assembly Sponsored Public Body has generated many demands on the organisation over and beyond our central remit of enhancing the quality of health care in Wales. That neither the quality nor scope of our work has suffered as a consequence bears testimony to the efforts of our staff throughout the year.

Particular mention must be made of the work of Dr Barbara Bale, who as Acting Chief Executive has successfully managed the process of change, and the members of the Management Group who have overseen the process and guided the organisation through to its new status.

As Chair of Health Professions Wales I am very much looking forward to developing our role in enhancing the quality of care provided by the health service workforce in Wales. The work of Health Professions Wales during the past year provides us with a sound base on which to build.

Yours sincerely



David Jenkins
Chair of Health Professions Wales

July 2004

Report on Health Professions Wales in 2003/2004

1 The purpose

Health Professions Wales enhances the quality of care offered by health care professionals and their support workers in order to serve the people in Wales. HPW achieves this by promoting high quality education and training for the NHS workforce. It works with employers, higher education, further education, other education providers and professional regulators. HPW values lifelong learning, development of skills in practice and collaborative working. It is a driving force to support and further develop the modernisation and reform of NHS Wales. HPW's Mission Statement and Values are shown on page 2.

2 The legal basis

The Welsh Assembly Government established Health Professions Wales as a unit within the Assembly in April 2002 (NAfW 2002). It was intended that Health Professions Wales would become an Assembly Sponsored Public Body (ASPB) via UK national and Welsh legislation. This was achieved by the *Health (Wales) Act 2003* which provided the legal basis for the Assembly to create Health Professions Wales as an ASPB. On 5 March 2004, two Statutory Instruments, 2004 No. 550 (W.54) and 2004 No. 551 (W.55) were passed by the National Assembly for Wales establishing Health Professions Wales as an ASPB and transferring staff and property to the new body. Excerpts from relevant legislation are shown in Appendix 1.

3 Status

Health Professions Wales is responsible to the Assembly Minister for Health and Social Services through its sponsor, the Education, Training and Development Branch, Human Resources Division, Health and Social Care Department, within the Welsh Assembly Government. During the two years 2002/2004, HPW maintained a separate identity and functioned as a 'shadow' ASPB under a Management Group appointed by the Welsh Assembly Government (see Appendix 2). Hence HPW managed its own remit, the allocation and management of its resources and had its own policies and procedures. Staff (see Appendix 3) comprised those who had transferred from the Welsh National Board for Nursing, Midwifery and Health Visiting, together with the Assembly's NHS Student Awards Unit,

seconded from the NHS and higher education (see Appendices 4 and 5) and temporary staff.

4 Working with the NHS

The health care staff, supported by Health Professions Wales, include the allied health professions, health care scientists, health care support workers, health visitors, midwives and nurses (see Appendix 6). NHS Wales employs 91,056 staff in acute and primary care. These include approximately 8,500 allied health professionals and health care scientists. 14,000 – 15,000 health care support workers plus 37,378 nurses, midwives and health visitors. Additional health care professionals are employed within the private health, voluntary, education, industry and public sectors. These also look to Health Professions Wales for support and advice. Working with a wide range of health care workers offers opportunities to influence and improve the healthcare environment for the benefit of people in Wales.

5 Working with education

Health Professions Wales has continued its work with the higher education sector in several ways. On behalf of the Welsh Assembly Government, it acts as the agent for the Nursing and Midwifery Council (NMC), the UK regulatory body for nurses, midwives and health visitors by quality assuring nursing, midwifery, health visiting and teacher training courses. It also validates, jointly with the universities, a continuing professional development framework to facilitate nurses, midwives and health visitors accessing higher level studies. HPW offers a careers information service, which allows potential health care students to review the professional training courses available throughout Wales. Health Professions Wales' professional adviser team works in many forums to widen understanding of educational issues as they relate to the health sector.

6 The Welsh environment

Wales covers an area of 20,766 square kilometres. The geography is largely rural with the main urban areas to be found along the M4 in the South and the A55 in the North. There is a resident population of 2,918,700 (NAfW 2004) but an overall population density of only 141 per square kilometre, regularly increased by

Report on Health Professions Wales in 2003/2004

over 400,000 people who come into the area for work and leisure activities. The population is diverse in social make-up, levels of economic activity, income, visible ethnic and cultural over 400,000 people who come into the area for work and leisure activities. The population is diverse in social make-up, levels of economic activity, income, visible ethnic and cultural diversity and language (20% of the population speak Welsh). There is a mixed manufacturing, commercial, agricultural and tourism base. Traditional industries such as mining and steel production now employ very few: creating a high level of unemployment in some areas often linked to poor housing stock and reduced educational aspirations. Although Wales has lower average unemployment than England (4.6% against 5%), it has a much lower GDP per head at the same time (WAG 2003b). These geographic, social and economic factors have a major impact on health and the delivery of health care in Wales

7 The challenge

Being cognisant of these factors, Health Professions Wales develops strategies to support the specific needs of Wales for high quality health care, which reflects the language and culture of Wales. Health Professions Wales also supports the changing workforce initiatives, which are driving forward the modernisation of NHS Wales (WAG 2003a).

8 Health in Wales and the UK

Health Professions Wales works in a complex world that evolves at an increasing speed. New initiatives, UK Government and Assembly priorities, educational and professional innovations continue to create challenges for the NHS and other health services, education and those who work in health care. The outcome of professional and vocational education must be health professionals and support workers who can both meet the standard demanded by today's patients/clients and health care providers and develop the flexibility to achieve that demanded for tomorrow. In the UK, the environment for the management of health care provision and the issues arising from it are complex. On the one hand, the governance of service provision is managed by the devolved national governments, while, on the other hand, some closely linked issues are managed on a UK basis. The Welsh Assembly Government

manages NHS Wales with the Health and Social Services Minister scrutinised by the Health and Social Services Committee and answerable to the National Assembly for Wales. A balance has to be maintained between addressing local needs and priorities and ensuring that services are thought to be fairly allocated by the populations being served throughout the UK. A balance needs to be found between those issues dealt with on a UK basis, such as self-regulation of the professions, and the necessity of developing systems, which allow each country to deliver a high quality and responsive health service tailored to the needs of its own population.

9 HPW supports NHS Wales

The split between Welsh and UK demands impacts on the ways in which Health Professions Wales functions. It strives to balance the UK standards and the need for free movement and parity of qualification with the aspirations of the public, the professions and the politicians. The demand is to create a uniquely Welsh education process to enhance the healthcare delivery service in Wales. Alongside the maintenance and improvement of standards, there needs to be more flexibility within the NHS workforce, a culture of lifelong learning, equality of opportunity and increased take-up of higher education. Health Professions Wales must ensure that such demands are dealt with sensitively, flexibly and fairly while strengthening UK standards.

10 Health and social services

The Welsh Assembly Government, the executive arm of the Assembly, has firmly linked health and social care together. The Assembly's Minister and Health and Social Services Committee link policies covering both areas. Health Professions Wales is integral to the mechanisms that support the drive to deliver the appropriately trained health workforce of the future and so assist the Assembly in meeting its outcomes within the NHS. Health Professions Wales has links with the Care Council for Wales, the regulatory body for social care.

11 Regulatory bodies

Health Professions Wales relates to three regulatory bodies. The Nursing and Midwifery

Report on Health Professions Wales in 2003/2004

Council (NMC) is the UK regulatory body for nurses, midwives and health visitors. HPW acts as the agent for the NMC in approving and monitoring the quality of courses leading to the register. The Health Professions Council (HPC) is the UK regulatory body for allied health professions and health care scientists. The Care Council for Wales (CCW) is the regulatory body for social care in Wales and has an additional responsibility for social work support workers within both the public and private sectors. This responsibility includes health care support workers within the independent sector in Wales, many of whom will be working in clinical areas, which are dually registered to deliver both health and social care. The relationship with all of these organisations includes officers attending both public and private meetings, responding to any consultations and can include joint projects where appropriate. Members from these bodies are often represented at HPW Management Group meetings.

12 Partnership Working

Health Professions Wales has maintained its relationships with:

- the Welsh Scientific Advisory Committee
- the Welsh Therapies Advisory Committee
- the Welsh Nursing and Midwifery Advisory Committee

and with the uni-professional groups.

Additionally, Officers attend meetings of many groups within the education sector, the NHS and the Welsh public sector, for example:

- Cyngor (the health professions education forum)
- Nurse Executives Wales
- Local Health Board Nurse Directors
 - Centre for Health Leadership Wales (see paragraphs 32 and 33 below)
- NHS Open Week Co-ordination Group
- A range of financial and administrative groups alongside officers from other ASPBs in Wales.

See Appendix 7 for external groups and committees supported by HPW officers.

13 Strategy and planning

The recent four-year strategic plan from the Welsh Assembly Government, *Wales A Better Country* (WAG 2003b) provides the basis for all public sector planning in Wales. It highlights the underpinning priorities of sustainable development, social inclusion and equality of opportunity. Health is indicated as one of four key areas, which will be focused on, as the Assembly continues to develop policy. Two of the 'top ten commitments' require spending directly in health and several of the others will support well being within the community. The health strategy, outlined in *Improving Health in Wales – A Plan for the NHS with its partners* (NHS Wales 2001), remains relevant. It has set the scene for a decade of change and development including the delivery of integrated services by improved working between the NHS, local government and their partners in the community. One of the outcomes was the restructuring of the healthcare purchasers in Wales, leading to the replacement of the five Health Authorities by twenty-two Local Health Boards, their borders matching those of Local Government Councils, and their three regional offices in April 2003. *The Review of Health and Social Care in Wales - The Report of the Project Team advised by Derek Wanless* (WAG 2003a) has focused on what is needed to allow health provision to match needs and explained the dangers of failing to manage demand, the service and its budgets. The Assembly's lifelong learning strategy as outlined in *The Learning Country* (NAfW 2001) offers ways of bringing the workforce already committed to NHS Wales to the level of skills and training needed to deliver the health outcomes planned for the people in Wales.

14 Management of HPW

A Management Group was appointed by the Welsh Assembly Government to oversee the strategic direction of Health Professions Wales (HPW). The Management Group included members of the professions for whom HPW works as well as Assembly officials and HPW's senior management team. The Management Group met at quarterly intervals during 2003/2004. The membership is listed at Appendix 2. The Management Group met in public, although those who attended as observers were usually linked to the NHS, higher education, regulatory bodies or professional membership organisations. The membership of the Audit Committee required to

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scrutinise the financial management of HPW is shown at Appendix 8. In February 2004, the Welsh Assembly Minister for Health and Social Services appointed David Jenkins MBE as Chair of Health Professions Wales. Day to day management of Health Professions Wales was in the hands of the three Chief Officers: the Acting Chief Executive, the Director of Business Services and the Director - Quality and Standards. An Acting Director – Quality and Standards was appointed in March 2004 to fill the Director vacancy from December 2003.

- Local Supervising Authority for the statutory supervision of midwives in Wales
- Supporting the implementation of lifelong learning in the health care sector
- Scrutinising, supporting, evaluating and monitoring consultant posts for nurses, midwives, health visitors and the allied health professions
- Supporting the development of clinical leadership alongside other organisations.

15 Work undertaken by HPW

The Assembly's Health and Social Services Committee established Health Professions Wales' initial responsibilities in March 2002 (NAfW 2002 Appendix 1). These included:

- Quality assurance on behalf of the Nursing and Midwifery Council (NMC)
- Accreditation of non recordable nursing, midwifery and health visiting courses
- Study centre accreditation
- Maintaining the student training index as a gateway to the NMC register
- Careers information service
- Funding initial and continuing education of teachers (health professions)
- Accreditation of clinical learning environments
- Advice on work based learning/assessment of competence
- Assisting the clinical governance agenda to reduce poor performance
- Supporting the education and training of health care support workers
- Supporting the development of a Nursing Academy for Wales
- Student awards unit
- Acting as an agent for UK regulators

16 Quality assurance for NMC registration

In accordance with the Service Level Agreement held between Health Professions Wales (HPW) and the Nursing and Midwifery Council (NMC), the Professional Advisers from HPW conducted annual monitoring of the higher education institutions in Wales which offer approved NMC programmes (see Appendix 9). There were five education providers offering both pre-registration and post registration nursing, midwifery or health visiting courses (including Specialist Practice Awards), one institution that offered a Specialist Practice Award only, and eleven institutions (including four franchises to further education colleges) providing initial teacher training courses. The Professional Advisers sampled a range of activities, for example: examination boards, quality committees, service/education meetings and teaching and learning committees. Additionally, 46 sample clinical areas for pre-registration programmes were also visited. The purpose of these clinical visits was to appraise the clinical educational audit processes, explore the student experience, review the preparation and support of mentors, and examine the effectiveness of the communication network between the school and practice staff. The focus of the visits this year was on those areas that offered experience in community services. HPW submits quarterly reports and an annual evaluation to the NMC. These reports are presented to the NMC Standards Committee, and then to NMC Council meetings. The outcome of this cycle of annual monitoring is confirmation that all education providers in Wales continued to meet the requirements to offer NMC approved programmes.

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17 Programmes for entry to the NMC register

Recruitment to pre-registration programmes for the academic year 2002/2003 remained healthy. See statistics at Appendix 10. Recruitment for the 2003/2004 academic year has been influenced by the move to all degree level programmes in 2004 in Wales. Recruitment will be closely monitored, in order to assess the impact of this change. All schools have developed strategies for ensuring that potential students will not be disadvantaged by these changes. Strategies have included the development of links with Further Education Colleges and the development of foundation/access courses for those who do not have the academic entry qualifications. Two part-time courses for pre-registration nurse education have been developed, in line with 'family friendly' policies. This supports the National Assembly's overall aim of retaining sufficient numbers of qualified staff within Wales. Preparation for practice placements has included the development and use of clinical skills laboratories and additional preparation for mentors. Both teachers and students have commented on how useful clinical skills laboratories are as a tool for learning and helping to develop practice skills in a safe and supervised environment. Two-day updating programmes for experienced mentors continued to be provided. The longer, five-day programmes, for new mentors, were introduced this year. They include three days of distance learning, which mentors and their employers have welcomed as a practical solution to the issue of time away from practice.

18 CPD for nurses and midwives

The Health Professions Wales' accreditation service includes the continuing professional development (CPD) framework for qualified nurses and midwives. Four universities in Wales have approved post registration awards, which are jointly approved with HPW (see Appendix 11). Additionally some modules are franchised into the further education sector by the universities with HPW approval. This allows nurses in remote areas to access education nearer to home. The certificate and diploma level awards are modular. Across Wales there are more than 260 modules available. These Joint Awards allow working practitioners to access part-time education,

linked to appropriate practice, enhancing both their delivery of care and their own academic status. Recruitment to diploma level modules remains robust. Certificate level modules are rarely used and have, in recent years, mainly been utilised by enrolled nurse conversion students as part of their flexible conversion programmes (see Appendix 10). Once conversion to Parts 1, 3, 5 and 8 of the NMC register ceases in 2007, the certificate level modules will have even less currency than at present. It is anticipated that such modules will eventually be discontinued. The modules and the resulting certificate or diploma award, while not themselves being recordable, support access to degrees, recordable with the NMC.

19 CPD – allied health professions and health care scientists

Health Professions Wales (HPW) has been charged by the Welsh Assembly Government to work in partnership with key stakeholders across Wales. The aim is to foster developments in the area of Continuing Professional Development (CPD) for the registered allied health professions and health care scientists. CPD can be described as a process by which a professional person maintains the quality and relevance of professional services throughout his/her working life. CPD in the health service should focus on the needs of patients, deliver on NHS priorities and outcomes, and enable the individual to develop and fulfil their potential. CPD should be a partnership between the individual and the employer, centred on the delivery of high quality NHS services. The Health Professions Council, the UK regulatory body for the allied health professions and health care scientists, will be linking CPD to re-registration, and this will come into effect in 2005. During 2003/2004, HPW has undertaken a scoping project (see Appendix 12). The aim of this project was to provide an overview of current CPD for the allied health professions and health care scientists across Wales, with recommendations to shape future work.

20 Study centres

HPW study centre accreditation developed from the service previously introduced by the Welsh National Board (WNB) in the early 1990s. Study centre accreditation is given in

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recognition of an organisation's robust in-service training and education provision. As study centre accreditation was introduced by the WNB, its focus has been predominantly on nursing, midwifery and health visiting education and training. Organisations value the accreditation as it provides an external quality kite-mark. Study centres have continued to be accredited and re-accredited in 2003/2004 (see Appendix 13). As of 31 March 2004, there were thirteen accredited study centres, from either the NHS or the independent sector. The number of study centres has been falling for the last few years (twenty in 2001/2002, eighteen in 2002/2003) partly through re-organisation in the NHS and partly through the increasing availability of other forms of accreditation, for example, Investors in People. Study centre recognition was reviewed within the accreditation review scoping project (see paragraph 24 below), and will cease as of 1 April 2004.

21 Student training index

Any student commencing a pre-registration nurse, midwife or health visitor course in Wales is entered onto a student training index database. On successful completion of the training programme, their details are uploaded electronically to the Nursing and Midwifery Council register. Once the registration process is completed, they become registrants with the Council. A range of other educational programmes, leading to registration or recording an additional qualification on the Nursing and Midwifery Council register, are also covered by the Welsh student training index. These include return to practice courses for nurses and midwives, nurse prescribing, enrolled nurse conversion and Specialist Practice Qualifications (see Appendices 9 and 10). This year, a review was undertaken to assess: whether the service should continue to be provided; the availability of alternative mechanisms; and other uses for the All-Wales information generated by the system. The review recommended that the index should not continue in its present format. However, it would be an Assembly decision to continue or amend the service. The index, therefore, continues until the Assembly advises otherwise.

22 Careers information service

The Careers Information Service provides bilingual information (Welsh/English) for those wishing to enter the allied health professions or to become health care scientists, health visitors, midwives, nurses or to work in health care in Wales (see Appendix 14). The Careers Information Service has close working relationships with education, employment, careers and health services throughout Wales. Collaborative activities include planning and supplying literature for a variety of careers events inside and outside Wales. For example, more than 17,000 packages on entry to nursing were supplied directly to the various agencies for use at events or in routine responses to enquirers. The Service also supplies information and copy to a range of careers publishers and online services including the careers section of the HPW website. HPW officers and their colleagues from the Assembly Recruitment and Retention Team worked with Learndirect, the national careers help line, on a return to practice campaign at the beginning of 2004. The campaign was aimed at audiologists, diagnostic and therapeutic radiographers, dietitians, health visitors, midwives, nurses, occupational therapists, physiotherapists and speech and language therapists. The campaign used leaflets, in health and other public areas; local radio; national and local newspaper advertisements throughout Wales. Non-practising health professionals were asked to contact Learndirect initially before being counselled and moved onto programmes to assist them to return. The campaign was successful in contacting potential returners and boosted enquiries from those seeking to enter the professions.

23 Teachers and practice educators

Teachers of health professional courses within higher education in Wales, along with the practice educators within practice areas are responsible for the theory and practice of tomorrow's health professional workforce. Input to the training and development of this crucial group is therefore seen as very

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significant to the delivery of the Health Professions Wales' remit. The £200,000 budget had been allocated during the year over four activities to serve the educational and continuing professional development needs of teachers in Wales. The four activities were:

- Continuing professional development for teachers of courses leading to registration or recording with the Nursing and Midwifery Council (NMC) and the Health Professions Council (HPC)
- Initial teacher training courses for NMC approved courses and for allied health professionals and health care scientists who are required to undertake teacher training
- Research Training Fellowships
- Conferences, events and special initiatives.

Much of the money spent was in collaboration with the universities already providing courses for entry to the professions. The initial teacher training monies had included support for four orthoptists as well as input to the resources offered within courses for entry to teaching. The Research Training Fellows included a dietitian, physiotherapist, podiatrist and a radiographer as well as midwives and nurses. The conference category had supported initiatives within NHS trusts, units within trusts, professional membership organisations and professional forums as well as the universities. Of the 21 conferences and events held, many supported multi-professional and inter-professional learning. For more detail see Appendix 15.

24 Accreditation

Between July 2003 and February 2004 a scoping project was undertaken to review the whole of HPW's existing accreditation service against what the Assembly had tasked HPW with providing. The review included study centre accreditation and the continuing professional development (CPD) framework. Given the multi-professional remit of HPW, the changes to the inspection regime with the introduction of Healthcare Inspectorate Wales and the government's agenda for inter-professional education, it was timely to consider whether study centre accreditation should continue and, if so, in what format. Evidence from the scoping project suggested that study

centre accreditation should not continue in its present form whereas the CPD framework should continue in its present form. The results of the scoping project are reported in detail within Appendix 16. The revision and expansion of HPW's accreditation service will begin in 2004/2005.

25 Support of practice development

A review was made of the ways HPW could support practice development. Functions already supporting practice development were identified and reviewed against the trends in roles being redesigned and extended to support the modernisation of health and social care.

26 Health care support workers

Wanless (WAG 2003a, 3.57) states that his discussion had 'centred on professionals' because he 'found that little information is held centrally' on 'the third of the workforce who are not professionals'. He further identified this as 'a serious weakness' explaining that 'an understanding of the skill levels, productivity and future resource requirements of these staff is a prerequisite both to effective resource allocation and to improving the performance of the NHS in the future.' Health Professions Wales has run a project to scope the profiles of support workers in the NHS in Wales (see Appendix 17). Information has been sought on numbers, roles, work undertaken, titles used, employment grades used, and the training and development provided. The overall picture is very complex with a huge variety of titles, grades, role specifications and preparations for role. The project has provided a good starting point for the development of an All-Wales framework, which could link closely to the development of both the Lifelong Learning Strategy (NAfW 2001) and the Wanless recommendations on the modernisation of health care in Wales (WAG 2003a).

27 Nursing Academy

The Welsh Assembly Government's strategy for nursing, midwifery and health visiting in Wales requires the establishment of a Nursing Academy (NAfW 1999 p12). Throughout 2003/2004, Health Professions Wales

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continued to support the work in progress towards setting up a Nursing Academy for Wales. A variety of models and options was considered at workshops and CNO meetings in 2003. The consultation outcomes were taken to the CNO's November Conference after which agreement on the way forward was confirmed. The initiation of the Nursing Academy is within HPW's new remit for 2004/2005.

28 Student Awards Unit

The NHS Student Awards Unit, continued to assess students' means and calculate both the NHS bursaries to be paid via universities and allowances paid to students with disabilities (see Appendix 18).

29 Local Supervising Authority function

'In line with the overall purpose of professional self-regulation, statutory supervision of midwives and midwifery practice supports protection of the public by promoting good practice, preventing poor practice and intervening in unacceptable practice. Using the statutory supervisory framework will lead to further improvements in standards of midwifery care and improved outcomes for women' (UKCC 2001). Every midwife in the UK has a named Supervisor of Midwives. A Supervisor of Midwives must meet Nursing and Midwifery Council (NMC) standards before being appointed as a Supervisor by the Local Supervising Authority (LSA). Since 1 April 2003, HPW has been given the responsibility for the LSA function in Wales (see Appendix 19). Local Supervising Authority Lead Supervisors were recruited from those who had previously filled this role with the Health Authorities (see Appendix 4). Their current NHS employers, three Trusts and one Local Health Board, were willing to second them on a part-time basis for 18 months to allow this essential function to continue. A secondment for a part-time LSA Project Officer (see Appendix 3) was also arranged from June 2003 to assist with the development of the Local Supervising Authority (LSA) remit for Health Professions Wales. Other work undertaken in 2003/2004 includes the review of the existing *All Wales Guidelines and Standards for Statutory Supervision of Midwives* (LSMW *et al* 2000); contributing to the NMC consultation on LSA Standards (NMC 2003); holding a

workshop for Supervisors of Midwives in Wales to facilitate their updating, ensuring nominated midwives undertake appropriate preparation and meet NMC Standards for appointment as a Supervisor of Midwives (UKCC 1998, Rules 44 and 45); and working with stakeholders across Wales to ensure that the framework and processes which support statutory supervision are robust. HPW was also able to offer secondments to experienced Supervisors of Midwives to work alongside Lead Supervisors in order for them to gain experience and knowledge of statutory supervision in its widest context (see Appendix 5).

30 NHSU

The UK Government has established the NHSU (NHS 'University') in England. This is a Department of Health initiative for England and is similar to the previously launched Ufi (University for Industry). The goal is to improve patient care through workplace and work-based learning. A Welsh Assembly Government task and finish group was established to discuss the potential benefits for Wales in working with the NHSU, and how best this can be achieved. The group included representatives from higher education, further education, NHS, Open University, Care Council for Wales, Centre for Health Leadership Wales, ELWa, trade unions, professional membership organisations and Health Professions Wales. The task and finish group reported to the Assembly's NHS Management Board. The following recommendations were taken on: a Welsh Assembly Government representative on the NHSU Board; a job specification for a Project Officer, to be housed with HPW; and a Project Board, including a representative from Health Professions Wales, set up to advise the Project Officer.

31 Skills for Health

Skills for Health is the new Sector Skills Council for the UK health sector and part of the Skills for Business network. It is a strategic body, which works to develop UK-wide transferable standards with shared local applications. HPW is one of the two representatives for the Welsh Assembly Government on the Board of Skills for Health. The National Co-ordinator for Wales post will be based at HPW in future.

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32 Consultant posts

During this year Health Professions Wales has taken on the role from the Welsh Assembly Government of scrutinising new consultant posts for the allied health professions, health visitors, midwives and nurses. Health Professions Wales' remit was widened to include supporting and evaluating these NHS consultant posts. Processes were established for a single panel to manage all submissions. The panel combines a core membership for continuity and a professionally focused membership to ensure access to all relevant expertise. This multi-professional panel met twice, in November and February, and reviewed all the submissions received (see Appendix 20). Additionally, the means by which support could be provided to groups of consultants and individuals was considered. The consultants set up their own forum, which an HPW representative attended. HPW continued to work with the Centre for Health Leadership to promote the development of leadership preparation and individual coaching as required. Evaluation of the consultant role (rather than individual consultants) and of the scrutiny process will be undertaken in future. There would be quarterly opportunities for NHS employers to seek approval for their proposed consultant roles. There has been one request from the private sector for support in developing a consultant role. No submissions for consultants within the allied health professions were received at either of the two multi-professional meetings in this year.

33 Research and development activities

Research and development activities are kept at the core of Health Professions Wales' activities in a variety of ways. For example, the promotion of evidence based practice is at the centre of HPW's quality assurance work. In February 2004, the Minister for Health and Social Services launched the research and development strategy for nursing, midwifery and health visiting (WAG 2004). Health Professions Wales had been materially involved in this initiative led by the Office of the Chief Nursing Officer (CNO). The strategy promotes an inclusive and multi-professional acceptance although it is intended to support capacity and capability building among nurses, midwives and health visitors. This approach has been modelled previously by the

development of HPW's Research Training Fellowships, which have been extended beyond their initial remit to include the allied health professions and health care scientists, both educators and practice educators (see Appendix 15). The supervised research, central to the fellowships, has usually provided a basis for further research. It is anticipated that the Research Training Fellowships will continue as they are viewed as very valuable by stakeholders. There are plans to further extend the Fellowship to include practitioners with a teaching remit who could contribute to evidence based delivery of care. HPW recognises the impact of leadership education on research and development and has worked with the Centre for Health Leadership Wales throughout the year. Health Professions Wales remains committed to the use of evidence based project work and rigorous analysis to inform future activities.

34 Equal opportunities and human rights

An analysis was made of the equal opportunities and human rights issues within Health Professions Wales' role and functions as well in the management of its own human resources. Evidence, which could demonstrate the effectiveness of equality policies, was not readily available from the service and education systems. The mechanisms to collect such information would need to be put in place before it could be known whether policies were working. This responsibility was not within the remit for Health Professions Wales but the issue will continue to be kept under review via contacts with the All-Wales Ethnic Minority Association, the NHS Equality Unit and those responsible within the Assembly. A representative from the Equality Unit was invited to join the panel scrutinising applications for consultant allied health professionals, nurses, midwives and health visitors. On a separate yet related issue the subject of ensuring equality of access for disabled applicants seeking to enter programmes leading to the health care professions and subsequently, the potential difficulties that this may cause for practice was reviewed. While it was agreed that support could be managed throughout training, there could be difficulties on entry to the service. If a similar level of support was still needed and could not be continued into practice, then the qualified professional might face limited practice opportunities.

Report on Health Professions Wales in 2003/2004

35 Communications

Health Profession Wales continued to communicate regularly with a wide range of organisations and individuals within government, health care, education, professional membership organisations and regulatory bodies. Senior officers, including those with health professional and educational responsibilities, maintained their membership of appropriate forums within Wales, the UK and the European Community. This interaction allowed both the wider environment to impact on decisions made in Wales and promoted the issues important to Wales in wider arenas (see Appendix 7). Other media used included: the circulation of consultation documents and their outcomes; the issue of advisory and guidance documents; the distribution of the quarterly newsletter, *Newyddion*. The redesigned distribution database contains 3,600 individuals plus some 200 organisational addresses. Approximately 10,500 copies of *Newyddion* are distributed with the assistance of managers and their staff within the NHS, the independent sector and education providers. To encourage current awareness and professional networking throughout the health sector in Wales, HPW continued to support Senedd, the forum for debating current issues. It met four times during the year in North or South Wales.

36 Welsh language

Health Professions Wales continued in its commitment to bilingualism. Welsh and English are given equal status on the website and in all publications. This includes documents such as this *Annual Report*, the *Handbook* (HPW 2003) for education providers, *Newyddion*, the quarterly newsletter and the careers information produced for Wales. HPW worked with the Welsh Language Board to ensure that its protocols and Welsh Language Scheme continued to be both appropriate and effective.

37 Establishing HPW as an ASPB

The *Health (Wales) Act* received Royal Assent on 8 April 2003. Excerpts are shown in Appendix 1. The Act gave the Assembly the power to create Health Professions Wales as an Assembly Sponsored Public Body (ASPB). Clause 4 sets out the enabling arrangements with other bodies, functions and constitution.

The enabling arrangements would allow Health Professions Wales to carry out activities on behalf of the Nursing and Midwifery Council, the Health Professions Council and any other body identified by the Assembly in relation to Wales. Health Professions Wales is already quality-assuring courses on behalf of the Nursing and Midwifery Council. The functions related to the continuing education and development of named health care professions and health care support workers plus new ones to be determined by the Assembly. It is likely that these might include aspirant professional groups. Clause 5 relates to the composition and structure of Health Professions Wales along with some financial arrangements including those for the transfer of staff and property. The Assembly's consultation on the constitution and membership of HPW took place in Autumn 2003. The secondary legislation (two Statutory Instruments) was approved at a plenary session of the National Assembly for Wales on 2 March 2004. This approval confirmed the establishment of Health Professions Wales as an Assembly Sponsored Public Body from 5 March 2004 with an operational date of 1 April 2004. Following the Chair's appointment, work was continuing within the Welsh Assembly Government on the appointment of members. Progress was being made with various staffing issues: the advertisement for the Chief Executive was expected in March and the Acting Chief Executive's secondment had been extended; terms and conditions of employment were being reviewed; staffing arrangements to ensure continuity of business were in place. The details of the future role and remit were being finalised by Sponsor Division.

38 Human resources

Between April 2003 and April 2004 Health Professions Wales continued to employ 18 permanent staff, who had transferred from the Welsh National Board and the Welsh Assembly Government. Additionally there were 11 'long term' secondees who were covering a function or working on a major project. These included the Acting Chief Executive, a Professional Adviser, the Finance Manager, the Student Awards Manager, four Project Officers including one who was also one of the four Lead Supervisors. There were 11 'short term' secondees who worked part time in support of one of several HPW projects or with the Lead Supervisors of Midwives. During this year HPW employed a range of agency staff in a variety of secretarial and clerical support roles.

Report on Health Professions Wales in 2003/2004

Technically, the permanent staff were employed by the Welsh Assembly Government, while HPW was a 'shadow' body. This meant that when Health Professions Wales was established as an Assembly Sponsored Public Body (ASPB), staff would have to be transferred to the new employer, HPW. Most of these staff therefore faced their second TUPE transfer in two years (*Transfer of Undertaking (Protection of Employment) Regulations 1981*). Management continued to work closely and collaboratively with the recognised trade unions throughout this period. There is a Joint Negotiating and Consultative Committee for formal issues and regular communication with staff via staff meetings, notices and an 'open door' policy. All information on the changing status of Health Professions Wales as an organisation and on pensions and employment contract issues was shared with staff as soon as it became available. Health Professions Wales continued to facilitate and support staff seeking to achieve academic and vocational qualifications, which would enhance their continuing professional development. Five members of staff were being supported on doctorate programmes, two on masters programmes and others on technical courses leading to computer or accounting qualifications.

39 Accommodation

The staff at Health Professions Wales almost doubled with the addition of seconded project officers and temporary staff at times during the year. However, partly because many of the secondees were part-time, it proved possible to continue to house the staff on the second floor of Golate House. This was achieved by converting the Boardroom into office space and by converting some offices to hold additional work stations. Some of the larger offices were converted into dual purpose rooms, being used for small meetings as well by their occupants. Meetings involving many participants, such as the quarterly Management Group meetings or the Management Meetings for the in-house team had to be taken outside Golate House. By the end of March 2004, as projects were completed, it became possible to convert the Boardroom back into a meeting room.

40 Computer and information technology

Health Professions Wales has continued to use computer based technology to manage areas of work where benefits are to be gained by doing so. There has been a long term commitment to training staff at all levels in the uses of the various software packages which are available within HPW. This trend has developed within the year 2003/2004 when the following updates and introductions were made.

- The major website design project, launched the previous year, was completed with the new website replacing the old.
- An electronic data management system has been purchased in a move towards securing and locating documents.
- A database for Supervisors of Midwifery was designed and launched to assist in HPW's LSA role.
- A BACs system for the electronic transfer of payments was set up.
- The old Asset Register Database was replaced with a newly designed one.
- The previous Communications Database was replaced with a newly designed one more in keeping with the complexities of HPW's role.
- Business Continuity Plans were reviewed and revised.

41 The relationship with Sponsor Division

The Education, Training and Development Branch, Human Resources Division, Health and Social Care Department, within the Welsh Assembly Government is the sponsor division for Health Professions Wales. This means that the management of HPW is responsible to the Division for the delivery of agreed outcomes during the year. The following are part of the reporting procedure:

Report on Health Professions Wales in 2003/2004

- Performance indicators, against which performance can be measured by the Sponsor Division, were agreed and have largely been achieved (See Appendix 21);
- A Business Plan for 2003/2004;
- A Corporate Plan for 2004/2007.
- Undertaking quality assurance of registerable and recordable nursing,
- midwifery and health visiting education and training on behalf of the Nursing and Midwifery Council.
- Maintaining a Student Awards Unit to implement the NHS Wales Bursary Scheme.

42 Looking forward

Health Professions Wales faces 2004/2005 as a newly established Assembly Sponsored Public Body with a legal remit to promote and advise on the quality and provision of education, training and practice. In the coming year, at the request of the Minister for Health and Social Services, HPW will be:

- Establishing working arrangements for the Chair and Board members.
- Supporting the implementation of the recommendations for action following the publication of the Wanless Review (WAG 2003a) into health and social care in Wales, in relation to health care professions and health care support workers.
- Maintaining robust systems for statutory supervision of midwives, which ensure that HPW meets the Nursing and Midwifery Council Standards for Local Supervising Authorities.

To bridge the time between HPW becoming a legal entity and a new board being put in place, it has already been agreed to set up a Management Advisory Committee to advise the Chair. David Jenkins, the newly appointed Chair, will lead this. The membership otherwise remains the same as the Management Group (see Appendix 2), except that the Assembly officials would continue in an advisory capacity without voting rights. This retains the benefits of continuity while recognising the new relationship between the Assembly and Health Professions Wales as an Assembly Sponsored Public Body rather than a unit within the Assembly. The Audit Committee will become advisory with the same members plus the new Chair. The current arrangements for supervising midwives will remain in place until October 2004 when it is hoped that the staff will be in place to run the system centrally from HPW. A new Service Level Agreement for undertaking quality assurance of education and training for the NMC has been agreed from 1 April 2004 to 31 March 2005. The Student Awards Unit is already incorporated into Health Professions Wales.

Report on Health Professions Wales in 2003/2004

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Report on Health Professions Wales in 2003/2004

Account of Health Professions Wales for the year ended 31 March 2004

Foreword

Account for the year ended 31 March 2004 presented in accordance with Section 97(1) of the Government of Wales Act 1998.

1 Statutory Background

This is the second statement of account of Health Professions Wales (HPW), covering the year ended 31 March 2004. The Account has been prepared in a form directed by the National Assembly for Wales with the approval of Treasury, in accordance with Section 97(1) of the Government of Wales Act 1998. A copy of the Accounts Direction for Health Professions Wales may be obtained from the Finance Manager of Health Professions Wales (Tel. 029 2026 1400).

Further to the approval of the Nursing and Midwifery Order by both Houses of Parliament on 12 February 2002, the Nursing and Midwifery Council was established on the 1 April 2002 to replace the United Kingdom Central Council for Nursing, Midwifery and Health Visiting, and the four National Boards including the Welsh National Board for Nursing, Midwifery and Health Visiting (WNB).

Health Professions Wales was established on 1 April 2002 to continue some of the work of the Welsh National Board for Nursing, Midwifery and Health Visiting and additional activities in support of Allied Health Professions, Health Care Scientists and Health Care Support Workers. It was a unit within the Welsh Assembly Government functioning as a "shadow" Assembly Sponsored Public Body (ASPB) under the aegis of its Assembly appointed Management Group until the 31 March 2004.

The National Assembly for Wales Statutory Instrument-Health Professions Wales Order 2004 (Statutory Instrument 2004 No. 551 (W.55)) established Health Professions Wales as an Assembly Sponsored Public Body on the 1 April 2004. A Chair has been appointed and the National Assembly for Wales is currently recruiting Board members to Health Professions Wales' first Board. In the meantime, a Management Advisory Committee has been established to assist the Chair.

2 The Functions and Activities of Health Professions Wales

Health Professions Wales was set up on 1 April 2002 by the National Assembly for Wales to serve the people in Wales by enhancing the quality of care offered by health care professionals. Health Professions Wales supports high quality education and training for the NHS workforce and works with employers, higher education institutions and professional regulators. Health Professions Wales values lifelong learning, development of skills in practice and collaborative working across boundaries, and is a driving force to support and further develop the modernisation and reform of NHS Wales.

The current range of health care staff supported by Health Professions Wales includes Allied Health Professions, Health Care Scientists, Health Care Support Workers, Nurses, Midwives and Health Visitors.

In addition, as from the 1 April 2003 Health Professions Wales took on the Local Supervising Authority role, which safeguards midwifery practice standards, on the demise of the Health Authorities.

The full review of the objectives and activities is contained in the Annual Report.

3 Results

Health Professions Wales was funded mainly by grant in aid from the Welsh Assembly Government.

Health Professions Wales produced a surplus for the year of **£140,000** (2002/03: £59,000). Taking into account the retained surplus from the previous year the retained surplus carried forward was **£211,000** (2002/03: £71,000). The total of Government funds in use by Health Professions Wales at 31 March 2004 was **£289,000** (31 March 2003: £140,000).

Report on Health Professions Wales in 2003/2004

Following the establishment of Health Professions Wales as an Assembly Sponsored Public Body on the 1 April 2004 the assets, liabilities and reserves of Health Professions Wales (as a unit of the National Assembly for Wales) were transferred to Health Professions Wales (ASPB).

The retained surplus carried forward will be utilised in 2004/05 to assist in meeting the costs of establishing HPW as an ASPB and in addition for the education and training of health care support workers in 2004/05, in support of the changing workforce agenda.

4 Management Group Members

The Management Group of Health Professions Wales was established by the Assembly to oversee the strategic direction of Health Professions Wales. The Management Group acted as a "holding arrangement" until Health Professions Wales was created as an Assembly Sponsored Public Body.

The Management Group comprised a maximum of 12 members, including the Chair.

It is not intended that the Management Group was representative of all the professions that fell within the remit of Health Professions Wales.

The list of members is set out under note 19 of this account.

5 Health Professions Wales Employees

Details on the number and category of employee are set out under note 5 of this Account. Health Professions Wales complied with the Disability Discrimination Act 1995.

6 Employee Involvement

Health Professions Wales recognises the importance of staff communication and employee involvement especially during the

period of change to ASPB status. Regular communication with staff is maintained through staff memorandums and notices. Staff receive information as soon as it comes to hand. Health Professions Wales operates an open door policy for any queries and concerns and staff meetings are also held to discuss matters relating to the change in the role and status of Health Professions Wales. Management continues to work closely and collaboratively with the recognised trade unions via the Joint Negotiating and Consultative Committee where all matters relating to terms and conditions of service are discussed.

7 Audit

The Accounts have been audited by the Auditor General for Wales in accordance with Section 97(1) of the Government of Wales Act 1998. The audit report and certificate are shown on page 22 and 23 of this Account. Messrs Grant Thornton of Cardiff were the internal auditors of Health Professions Wales for the year ended 31 March 2004.

8 Payment of Creditors

It is the policy of Health Professions Wales to observe the principles of Better Payment practice, namely to pay all undisputed creditors within 30 days of receipt of a valid invoice.

An analysis of Health Professions Wales' payment performance indicated that 97% (2002/03: 98%) of undisputed invoices were paid within the target date.

9 Future Developments

Health Professions Wales was established as an Assembly Sponsored Public Body on the 1 April 2004. In the early part of 2004/05 the National Assembly for Wales will recruit Board members for Health Professions Wales first Board and also establish working arrangements for both Chair and Board Members.

Further information is provided in the Annual Report.

Dr Barbara Bale
Acting Chief Executive
Sub Accounting Officer
Health Professions Wales

Date: 19 July 2004

Report on Health Professions Wales in 2003/2004

Statement of Health Professions Wales and the Acting Chief Executive's responsibilities in relation to the production of the Account of Health Professions Wales

Under section 97(1) of the Government of Wales Act 1998, Health Professions Wales is required to prepare a statement of account in such form as the National Assembly for Wales, with the approval of the Treasury, directs.

This Account has been prepared on an accruals basis and is required to give a true and fair view of the state of affairs of Health Professions Wales at the 31 March 2004 and of its income and expenditure and cash flows for the financial year.

In preparing the account, Health Professions Wales is required to:

- 1 Observe the Accounts Direction issued by the National Assembly for Wales, including the relevant disclosure requirements.
- 2 Prepare the financial statements, applying suitable accounting policies, including the going concern basis, in a consistent manner, and make judgements and estimates on a reasonable basis.

- 3 Ensure the Account meets the accounting and disclosure requirements of the Companies Acts, and adopt the relevant standards issued by the Accounting Standards Board. It is believed that there are no material departures from the standards in these financial statements.

The Principal Accounting Officer of the National Assembly for Wales has designated the Acting Chief Executive of Health Professions Wales as Sub Accounting Officer.

The Acting Chief Executive's responsibilities include the propriety and regularity of the finances of Health Professions Wales, for which she is also answerable to the Assembly for, and the keeping of proper records, as set out in the National Assembly for Wales Accounting Officers' Memorandum issued by the Treasury.

Report on Health Professions Wales in 2003/2004

Health Professions Wales Acting Chief Executive Statement on the Organisation's Internal Control

Scope of Responsibility

As Acting Chief Executive and the Sub Accounting Officer of Health Professions Wales (HPW), I have responsibility for maintaining a sound system of internal control that supports the achievement of HPW's policies, aims and objectives while safeguarding the public funds and organisational assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Government Accounting and HPW's Management Statement.

As both Acting Chief Executive and Sub Accounting Officer I attend regular meetings with Assembly Sponsor Division (NHS Human Resources) where various operational issues and change management issues are discussed. In addition I attend relevant ASPB Chief Executive and Accounting Officer meetings at the Assembly where the Assembly provides information on a range of issues. I also attend various Committees and Task and Finish Groups on Government/Assembly issues. Attending these various meetings and working in partnership with a range of other public sector bodies ensures that I am well informed on risk management issues in the Health/Education Sector in general.

The purpose and the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify the principal risks to the achievement of organisational policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place for the year ended 31 March 2004 and up to the date of approval of the annual report and accounts, and accords with Treasury Guidelines.

Capacity to handle risks and The Risk Control Framework

HPW's policy on Risk Management requires HPW's Management Team to attend an Annual Risk Meeting to identify and assess all risks facing HPW. The Director of Business Services acts as Risk Manager and is responsible for chairing the Annual Risk Meeting and co-ordinating the risk management process.

The objectives of the Annual Risk Meeting are as follows:-

- Discuss and agree that all involved are satisfied with the list of risks contained in the Risk Register;
- agree the appropriate response to each risk identified;
- assess the existing controls and agree the appropriate action;
- agree the allocation of responsibility for action; and
- agree future reporting and review procedures.

The Annual Risk Meeting was held on the 11 October 2003 and attended by the majority of the management team. A formal record of the discussion was made and circulated for agreement in relation to the accuracy of the meeting. Several of the risks were discussed in detail, including the appropriateness of the assigned risk levels and if actions were sufficient. Several of the points of action were agreed and all have been implemented.

At February 2004 a quarterly review of the Risk Register was undertaken by the Director of Business Services with HPW's Management Team to ensure that confirmation in relation to all identified risks had been received and that all identified risks were being effectively managed. Risk review reports were received which confirmed the management of all risks identified in the Risk Register and a record retained for the file.

Report on Health Professions Wales in 2003/2004

This inclusive approach has enabled a risk culture to be embedded in the activities of Health Professions Wales. Regardless of duties or authority level in the organisation all staff are informed of their responsibilities with the Director of Business Services available for guidance on Risk Management issues.

HPW's risk priorities for 2003/04 were risks associated with establishing HPW as an ASPB and risks associated with new functions which HPW have become responsible for since 1 April 2002.

Review of Effectiveness

As Sub Accounting Officer, I also have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the chief officers within HPW who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and other reports. I have been advised on the implications of the result of my review of the effectiveness of the system of internal control by the Audit Committee and plan to address any weaknesses and ensure continuous improvement is in place.

HPW has in addition to the above established the following processes:

- A Management Group (membership set by the Assembly) which oversees the strategic direction of HPW;
- an Audit Committee which receives and considers internal audit reports regarding the effectiveness of HPW's internal control and risk management. In addition the Audit Committee agrees the Risk Management Policy as to its content and operation;
- the Senior Management team, comprising of the Acting Chief Executive and the two other Chief Officers, meets regularly to consider the plans and strategic direction of HPW;
- an annual overview report from the Director of Business Services in relation to Risk Management;
- Financial Instructions which set out the responsibilities of HPW members and officers for financial matters;
- regular meetings with the Sponsor Division of the Assembly;
- internal practices for dealing with advice from HM Treasury and the Assembly, including that contained in CEO and DAO letters;
- HPW continues to contract out its internal audit function to Grant Thornton. They produce regular internal audit reports, to standards defined in the Government Internal Audit Manual, including an independent opinion on the adequacy and effectiveness of the HPW's system of internal control together with recommendations for improvement;
- comprehensive budgeting systems;
- financial reports issued to senior management and budget holders monthly, which set out income and expenditure against budget;
- reviews by the Management Group and Audit Committee of financial reports which indicates financial performance against budget in order to identify risks; and
- maintenance of an organisation-wide risk awareness culture.

Dr Barbara Bale
Acting Chief Executive
Sub Accounting Officer
Health Professions Wales

19 July 2004

Report on Health Professions Wales in 2003/2004

Health Professions Wales

The Certificate and Report of the Auditor General for Wales to the Members of the National Assembly for Wales

I certify that I have audited the financial statements on pages 24 to 41 under Section 97(5) of the Government of Wales Act 1998. These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets, and the accounting policies set out on pages 28 and 29.

Respective responsibilities of Health Professions Wales, Acting Chief Executive and Auditor

As described on page 19, Health Professions Wales and the Acting Chief Executive are responsible for the preparation of the financial statements in accordance with the Government of Wales Act 1998 and Treasury directions made thereunder and for ensuring the regularity of financial transactions. Health Professions Wales and the Acting Chief Executive are also responsible for the preparation of the other contents of the Annual Report. My responsibilities, as independent auditor, are established by statute and I have regard to the standards and guidance issued by the Auditing Practices Board and the ethical guidance applicable to the auditing profession.

I report my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Government of Wales Act 1998 and Treasury directions made thereunder, and whether in all material respects the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them. I also report if, in my opinion, the Foreword is not consistent with the financial statements, if Health Professions Wales has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. I consider the implications for my certificate if I become aware of any apparent misstatements or material inconsistencies with the financial statements.

I review whether the statement on pages 20 and 21 reflects the Health Professions Wales' compliance with Treasury's guidance on the Statement on Internal Control. I report if it does not meet the requirements specified by Treasury, or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements. I am not required to consider, nor have I considered whether the Accounting Officer's Statement on Internal Control covers all risks and controls. I am also not required to form an opinion on the effectiveness of Health Professions Wales corporate governance procedures or its risk and control procedures.

Basis of audit opinion

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements. It also includes an assessment of the significant estimates and judgements made by Health Professions Wales and Acting Chief Executive in the preparation of the financial statements, and of whether the accounting policies are appropriate to Health Professions Wales' circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by error, or by fraud or other irregularity and that, in all material respects, the expenditure and income have been applied to the purposes intended

Report on Health Professions Wales in 2003/2004

by Parliament and the financial transactions conform to the authorities which govern them. In forming my opinion I also evaluated the overall adequacy of the presentation of the information in the financial statements.

Opinion

In my opinion:

- the financial statements give a true and fair view of the state of affairs of Health Professions Wales at 31 March 2004 and of the surplus, total recognised gains and losses and cash flows for the year then ended and have been properly prepared in accordance with the Government of Wales Act 1998 and directions made thereunder by the Treasury;
- and
- in all material respects the expenditure and income have been applied to the purposes intended by the National Assembly for Wales and the financial transactions conform to the authorities which govern them.

I have no observations to make on these financial statements.

John Bourn
Auditor General for Wales

27 July 2004

National Audit Office
3 – 4 Park Place
Cardiff
CF10 3DP

Report on Health Professions Wales in 2003/2004

Income and Expenditure Account for the year ended 31 March 2004

	Note	2002/03	2003/04
		£000	£000
Income			
Grant from the National Assembly for Wales	3(i)	2,108	1,176
Release from Government Grant Reserve	2	25	21
Other Income	3(ii)	140	160
		<u>2,273</u>	<u>1,357</u>
Expenditure			
Staff costs	5(i)	1,173	708
Other Operating Charges	4	853	557
Depreciation	6	25	21
Pension Increases	13(ii)	11	12
Pension Deficit payments	13(iv)	72	-
Notional Cost of Capital Charge	10	8	6
Notional Audit Fee	11	9	9
		<u>2,151</u>	<u>1,313</u>
Surplus on operating activities		122	44
Interest receivable		1	-
Adjustment for Notional Cost of Capital Charge	10	8	6
Adjustment for Notional Audit Fee	11	9	9
		<u>18</u>	<u>15</u>
Retained Surplus for the year		140	59
Balance transferred from the Welsh National Board		-	12
Retained Surplus brought forward		71	-
		<u>211</u>	<u>71</u>
Retained Surplus carried forward		211	71

Health Professions Wales was established as an Assembly Sponsored Public Body on the 1 April 2004 and therefore all activities are classified as continuing.

There are no other gains or losses.

The notes on pages 28 to 41 form part of this account.

Report on Health Professions Wales in 2003/2004

Statement of Total Recognised Gains and Losses for the year ended 31 March 2004

	Note	2002/03 £000	£000
Retained Surplus for the year		140	59
Other recognised gains and losses for the year:			
Movement on Government Grant Reserve including balance transferred from Welsh National Board	2	9	69
Income and Expenditure balance transferred from Welsh National Board	2	-	12
Total recognised gains and losses for the year		149	140

The notes on pages 28 to 41 form part of this account.

Report on Health Professions Wales in 2003/2004

Balance Sheet As at 31 March 2004

		As at 31 March 2003			
	Note	£000	£000	£000	£000
Fixed Assets					
Tangible Fixed Assets	6		78		69
Current Assets					
Debtors	7	73		73	
Cash at bank and in hand	9	171		29	
		<u>244</u>		<u>102</u>	
Creditors					
Amounts falling due within one year	8	(33)		(31)	
		<u></u>		<u></u>	
Net Current Assets			211		71
Total Assets less Current Liabilities			<u>289</u>		<u>140</u>

Financed by:

Government Funds

Capital and Reserves

Government Grant Reserve	2	78		69	
Income and Expenditure Account	2	211	289	71	140
		<u></u>		<u></u>	
			289		140
		<u></u>		<u></u>	

The notes on pages 28 to 41 form part of this account.

Dr Barbara Bale
Acting Chief Executive
Sub Accounting Officer
Health Professions Wales

Dated: 19 July 2004

Report on Health Professions Wales in 2003/2004

Cash Flow Statement for the year ended 31 March 2004

	Note	£000	2002/03 £000
Net cash inflow from operating activities		141	11
Returns on investments and servicing of finance			
Interest received		1	-
Capital expenditure and financial investment			
Tangible Fixed Assets: payments to acquire	6	(34)	(44)
Net cash outflow before financing		108	(33)
Financing			
Government Grant for Capital Expenditure	3(i)	34	44
Cash balance transferred from Welsh National Board		-	18
Increase in cash balance	9	142	29

Notes to the Cash Flow Statement

Reconciliation of surplus on ordinary activities with net cash inflow from operating activities

Surplus on ordinary activities for the year		122	44
Adjustment for items not involving movement of funds:			
Notional Cost of Capital Charge	10	8	6
Notional Audit Fee	11	9	9
Depreciation	6	25	21
		164	80
Release of Deferred Government Grant	2	(25)	(21)
Increase in Debtors	7	-	(73)
Debtors transferred from Welsh National Board		-	32
Increase in Creditors	8	2	31
Creditors transferred from Welsh National Board		-	(38)
Net cash inflow from operating activities		141	11

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004

1 Accounting Policies

1(i) Accounting Convention

The account has been prepared under the historical cost convention. Without limiting the information given, the account meets the accounting and disclosure requirements of the Companies Act 1985 and the Financial Reporting Standards issued or adopted by the Accounting Standards Board, so far as those requirements are appropriate.

Following the establishment of Health Professions Wales as an Assembly Sponsored Public Body on the 1 April 2004 the assets, liabilities and reserves of Health Professions Wales (as a unit of the National Assembly for Wales) were transferred to Health Professions Wales (ASPB).

Therefore the accounts have been prepared on the going concern basis.

1(ii) Government Grant

Grant from the Welsh Assembly Government is credited to the Income and Expenditure Account except for that which is allocated to capital expenditure, which is credited to a Government Grant Reserve; a proportion of the balance on this reserve is released annually to the Income and Expenditure account based on the expected useful life of relevant assets.

1(iii) Fee and other Income

The Board's fee and other income is not remitted to the Welsh Assembly Government but treated as other income.

1(iv) Notional Costs

A notional capital charge, reflecting the cost of capital employed, is included in the Income and Expenditure Account, at the rate of 3.5% of the average capital employed over the year (6% in 2002/03).

As Health Professions Wales was a unit within the Welsh Assembly Government a notional fee has been included to cover the audit fee under Section 93 of the Government of Wales Act 1998.

1(v) Tangible Fixed Assets

Capital items of an individual or group value of £500 or more are capitalised. Fixed assets are shown at cost less an allowance for depreciation. In the opinion of HPW, there is no material difference between the historic net book value of the assets, and their current replacement cost less depreciation.

1(vi) Depreciation

Depreciation is provided at rates calculated to write off the valuation of each asset on a straight line basis over the asset's remaining useful economic life as set out below:

Building Adaptations – These encompass the capitalisation of enhancements to the Board's premises and are written off over the remaining period of the Board's ten-year lease;

Information Technology (hardware and software) – anticipated useful economic life of four years;

Office Equipment – anticipated useful economic life of five years; and

Furniture and Fittings – anticipated useful economic life of ten years.

1(vii) Taxation

Health Professions Wales is not registered for VAT and all expenditure, inclusive of additions to fixed assets, contains irrecoverable VAT.

1(viii) Operating Leases

Rentals payable under operating lease rentals are charged to the Income and Expenditure Account in the year to which they relate.

1(ix) Pension Costs

Health Professions Wales participates in a joint superannuation scheme (FPS 1655) administered by FPS Group Ltd. Contributions from staff and HPW are at rates agreed by the scheme's actuary. The scheme is a final salary scheme and the scheme is accounted for as if it

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

were a defined contribution scheme. Therefore all contributions are charged to the income and expenditure account based on salaries incurred in the period and all shortfall contributions are charged in the income and expenditure in the period that the payment relates to.

1(x) Stocks

Consumable stocks are charged to the account in the year of purchase.

1(xi) Derivatives

Health Professions Wales will account for any derivatives under the requirements of Financial Reporting Standard 15.

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

2 Reconciliation of the movement in Government Funds

	Income and Expenditure Account	Government Grant Reserve	2003/04 Total	2002/03 Total
	£000	£000	£000	£000
Balance at 1 April	71	69	140	-
Balances transferred from the Welsh National Board	-	-	-	58
Retained Surplus for the year	140	-	140	59
Grant applied to capital expenditure additions	-	34	34	44
Release to Income and Expenditure Account	-	(25)	(25)	(21)
Net movement in Funds	<u>140</u>	<u>9</u>	<u>149</u>	<u>140</u>
Balance at 31 March	<u><u>211</u></u>	<u><u>78</u></u>	<u><u>289</u></u>	<u><u>140</u></u>

“Government Grant Reserve” column represents the movement in Tangible Fixed Assets at historical values.

Analysis of “Release to Income and Expenditure Account”:

	2003/04 £000	2002/03 £000
Historically calculated depreciation on tangible fixed assets for the year	25	21
Historical net book value of tangible fixed assets disposed of in the year	-	-
	<u><u>25</u></u>	<u><u>21</u></u>

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

3 Income

	£000	2002/03 £000
3(i) Grant from Welsh Assembly Government		
Amount receivable from the Assembly	<u>2,142</u>	<u>1,220</u>
	2,142	1,220
Amount applied to Capital Expenditure	<u>(34)</u>	<u>(44)</u>
Amount credited to Income and Expenditure Account	<u>2,108</u>	<u>1,176</u>
3(ii) Other Income		
	£000	£000
Fees		
Project 2000 Courses	-	14
Composite Fee: Nurse conversion to Level 1	-	4
Other Index Fees: Welsh National Board Framework Courses	<u>-</u>	<u>1</u>
	-	19
Other Income		
Service Level Agreement	140	140
Sundries	<u>-</u>	<u>1</u>
Total fee and other income	<u>140</u>	<u>160</u>

Service Level Agreement Income represents income receivable from the Nursing and Midwifery Council for Quality Assurance work provided.

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

4 Other Operating Charges

	£000	2002/03 £000
Management Group members travel and subsistence	4	2
Employees travel and subsistence	40	25
Employees other expenses	22	12
Premises costs	137	127
Teacher Training Costs	200	161
Administration	120	81
Careers Information Service	17	12
Consultancy costs	38	36
Miscellaneous costs	15	10
Costs relating to HPW new functions and not included above:		
Local Supervising Authority for Midwives	205	-
Health Care Support Workers	3	64
Consultant Posts	15	10
Clinical Leadership	30	5
Nursing Academy	5	-
Accreditation	2	-
Roadshows	-	12
	853	557

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

5(i) Employee Costs

Chair, Executive Members and Staff Salary Analysis	£000	2002/03 £000
Salaries and Wages	440	458
Employer National Insurance	39	37
Employer Pension Costs	86	79
	<u>565</u>	<u>574</u>
Seconded/Agency Staff	608	134
	<u>1,173</u>	<u>708</u>

Management Group members (including the Chair) received no remuneration from Health Professions Wales during the year.

The newly appointed Chair of Health Professions Wales (ASPB) does receive remuneration but does not participate in HPW's main pension scheme FPS 1655. He was appointed on the 2 February 2004 and his term of office is until 31 January 2009 and his time commitment to HPW is a minimum of four days per month.

The salary costs of the Students Awards Unit are included. However as the costs were part of the Welsh Assembly Government budget for the year ended 31 March 2003 the costs are not reflected in 2002/03.

Health Professions Wales main pension scheme is FPS 1655 (see Note 13) and during the year members paid contributions of 6% and employers 20.6% for the period 1 April 2003 to 30 June 2003 and 24.8% for the nine months to 31 March 2004. One member of staff is in the NHS scheme where employee and employer contributions are 6% and 7% respectively.

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

5(ii) Remuneration details of the Chair and Senior Staff responsible for policy making :

	Remuneration for the year	Real increase in pension at age 60	Total Accrued pension at age 60 at 31/03/2004	CETV at 31/03/2003	CETV at 31/03/2004	Real increase in CETV after adjustment for contributions, inflation and changes in market investment factors
	£000	£000	£000	£000	£000	£000
David Jenkins Chair (appointed 2 February 2004)	0-5	N/A	N/A	N/A	N/A	N/A
Dr Barbara Bale Acting Chief Executive	55-60	N/A	N/A	N/A	N/A	N/A
Wendy Fawcus Director of Business Services	50-55	0-2.5	22	180	200	6
Thomas J Moore Director – Quality and Standards (resigned December 2003)	40-45	0-2.5	11	95	115	8
Jean White Acting Director – Quality and Standards (appointed March 2004)	45-50	2.5-5	20	129	158	19

Salary

The remuneration covers salary only.

The Director – Quality and Standards was Thomas J Moore until his resignation on the 31 December 2003. From the 1 March 2004 to the 31 March 2004 Jean White was Acting Director – Quality and Standards who was previous to March 2004 a Professional Adviser with Health Professions Wales.

The contracts of Wendy Fawcus, Thomas J Moore and Jean White were the same as an ordinary member of staff. Dr Barbara Bale is seconded from the University of Glamorgan to the Welsh Assembly Government. The amount payable to the University of Glamorgan for the period was Gross pay £60,000, Employers NI £6,180 and Employers Pension £8,100.

Benefits in Kind

Neither the Chair or any of the senior staff received any benefits in kind from Health Professions Wales. Health Professions Wales does not operate any scheme for the provision of motor vehicles, or other employee benefits.

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

Pension

Wendy Fawcus, Thomas J Moore and Jean White are ordinary members of the Health Professions Wales main staff pension scheme FPS 1655. Dr Barbara Bale is a member of the University of Glamorgan pension scheme and consequently her pension benefits are not disclosed.

Benefits in FPS 1655 accrue at the rate of 1/60th of pensionable earnings for each year of service. There is no automatic lump sum but members may give up (commute) some of their pension to provide a lump sum.

The table above shows the member's cash equivalent transfer (CETV) accrued at the beginning and the end of the reporting period. In addition it reflects the increase in the accrued pension due to inflation, contribution paid by the employee (including the value of any benefits transferred from any other pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which the disclosure applies. The CETV figures, and the other pension details, include the value of any pension benefit in another scheme or arrangement which the individual has transferred to FPS and for which FPS has received a transfer payment commensurate to the additional pension liabilities being assumed. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension scheme at their own cost. CETVs are calculated within the guidelines and framework prescribed by the Institute and Faculty of Actuaries.

5(iii) Employees

	2002/03	
The monthly average for staff in post:		
Chief Executive	1.00	1.59
Other Chief Officers	1.83	0.82
Nursing, Midwifery and Allied Health Professions professionals	7.35	4.86
Local Supervising Authority professionals	2.36	-
Careers Information	1.00	1.00
Examinations and Indexing	1.71	1.00
Finance	1.68	1.36
Administration and Personnel	13.49	8.94
Student Awards Unit	2.70	3.17
	33.12	22.74

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

6 Tangible Fixed Assets

	Building Adaptations	Information Technology	Office, Furniture and Equipment	Total
Cost or Valuation	£000	£000	£000	£000
At 1 April 2003	5	127	101	233
Additions	-	30	4	34
Disposals	-	-	(7)	(7)
At 31 March 2004	5	157	98	260
Depreciation				
At 1 April 2003	4	79	81	164
Charge for the year	-	21	4	25
Disposals	-	-	(7)	(7)
At 31 March 2004	4	100	78	182
Net Book Value				
At 31 March 2004	1	57	20	78
At 31 March 2003	1	48	20	69

The establishment of Health Professions Wales as a Assembly Sponsored Public Body on the 1 April 2004 has resulted in all assets being transferred from Health Professions Wales (as a unit of the National Assembly for Wales) to Health Professions Wales (ASPB). In the opinion of Health Professions Wales there was no material difference between the fixed asset value at net replacement cost and at historical cost at the date of the transfer.

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

	£000	2002/03 £000
7 Debtors		
Trade Debtors	35	35
Prepayments and Accrued Income	38	35
Other Debtors	-	3
	<u>73</u>	<u>73</u>
8 Creditors – Amounts falling due within one year		
Taxation and National Insurance	11	12
Other creditors and accruals	22	19
	<u>33</u>	<u>31</u>
9 Analysis of changes in Cash and Cash Equivalents		
Net Funds at 1 April	29	-
Increase in cash balances over the year	142	29
	<u>171</u>	<u>29</u>
10 Cost of Capital		
The notional cost of capital employed has been calculated using an interest rate of 3.5% (2002/03: 6%) of the average of Capital employed over the year. Average Capital employed of £215,000 x 3.5% = £8,000 (2002/03: £6,000)		
11 Audit Fee		
The charge can be split as follows:-		
External Audit Fee	8	8
External Auditor's remuneration for other audit work	1	1
	<u>9</u>	<u>9</u>
12 Operating lease commitments		
At the financial year end HPW was committed to making annual payments in the next year in respect of operating leases as follows:		
Land and Buildings		
Leases which expire:		
Between 1 and 5 years	<u>76</u>	<u>76</u>

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

13 Pension Commitments

13(i) Present Staff and Pensioners

Health Professions Wales participates in a joint superannuation scheme (FPS 1655), together with the Nursing and Midwifery Council and NHS Education for Scotland. Prior to the 1 April 2002 the employers participating in the schemes were the National Boards for England, Scotland and Wales and the United Kingdom Central Council for Nursing, Midwifery and Health Visiting (UKCC). Due to reorganisation resulting from the Nursing Midwifery Order of February 2002 the Scottish National Board was succeeded by NHS Education for Scotland, the Welsh National Board by Health Professions Wales (as a unit of the National Assembly for Wales) and the UKCC by the Nursing and Midwifery Council. The English National Board was wound up and the Department of Health is now responsible for dealing with its liabilities. In light of this it was agreed that the Department of Health would be established as an employer and therefore, after agreement in principle by the Inland Revenue, this establishment is in progress. In addition contributing members to the Scheme at National Health Service Education for Scotland had been withdrawn from the Scheme from 1 April 2003.

As from the 1 April 2004 the National Assembly for Wales Statutory Instrument – Health Professions Wales Order 2004 (Statutory Instrument 2004 No. 550 (W.54)) transferred staff, property, rights and liabilities from Health Professions Wales (as a unit of the National Assembly for Wales) to Health Professions Wales (ASPB). Therefore as from the 1 April 2004 Health Professions Wales (as a unit within the National Assembly for Wales) retired as an employer of the scheme to be replaced by Health Professions Wales (ASPB).

The scheme is administered by FPS Group Ltd., a company limited by guarantee.

Health Professions Wales employees can join the scheme subject to certain conditions on health being satisfied. The normal retirement age is 60, although, certain members may retire earlier on reduced benefits.

One other Health Professions Wales employee, with protected terms of employment and who was in post prior to FPS (1655) being set up, remains in the National Health Service Pension Scheme.

The employers pension cost for current Health Professions Wales employees **£86,000** (2002/03: £79,000) is shown at note 5(i) to this Account.

13(ii) Pension Increases

A commitment to increase pensions in payment applies to all pensioners of Health Professions Wales. In conjunction with the other participating employers, increases for FPS pensioners will be made in accordance with the annual Pension Increase Review (Orders), issued under the Pension Increases Acts. The minimum annual increases are in accordance with the Government's Index of Retail Prices, subject to a maximum of 5%. The commitment to increase pensions applies not only to the pensioners of the present organisation but to pensioners of those organisations dissolved by the Nurses, Midwives and Health Visitors Act 1979 which also followed the practice of granting such pension increases.

The charge for the year regarding pension payments, including inflation uplift, to pensioners of predecessor organisations was

	2003/04 £000	2002/03 £000
Welsh National Board pensioners	5	5
Pensioners of Nursing and Midwifery Bodies abolished by the 1979 Act	6	7
	<u>11</u>	<u>12</u>

13(iii) FPS (1655) A Defined Benefit Scheme

FPS 1655 provides retirement benefits based on final salaries. It is financed by contributions from employees and Health Professions Wales at 6% and 24.8% of salaries respectively.

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

13(iv) Actuarial valuations

Due to the Scheme reorganisation as at the 1 April 2002 an Actuarial Valuation took place on the 31 March 2002.

The valuation was carried out by a qualified independent firm of actuaries using the Projected Unit method; this method matches future income and liabilities. The financial assumptions, which have a significant effect on the results of valuations, are based on the following assumed annual future rates:

	2002	2000
	%	%
Investment Return: Pre-Retirement	6.5	6.0
Post-Retirement	5.5	5.0
Salary Increases	3.7	3.5
Pension Escalation	2.7	2.5

The actuarial valuation of the scheme's assets, on a going concern basis, at 31 March 2002 was £47.962m; this represented 87% of the Projected Unit liabilities (2000: 98%). An estimate of the deficit falling on the Welsh National Board as at 31 March 2002 was £553,000.

Contributions must be sufficient to satisfy the Minimum Funding Requirement (MFR) introduced by the Pensions Act 1995. The Scheme was 97% funded at the valuation date using the MFR prescribed assumptions and methodology. Therefore as a minimum, a contribution rate is required to be such that by the end of the Schedule of Contributions period of coverage, the Scheme will be projected to meet the MFR target of 100% funding.

As there was no resolution between the employers and trustees with regards the ongoing deficit, the Schedule of Contributions was imposed by the trustees on the employers on the 16 June 2003. In order for the MFR to be met by 2013, on an going concern basis, contributions to the scheme from Health Professions Wales were increased by 4.2% for employers from July 2003. Therefore, the contribution rates (other than shortfall payments) of Health Professions Wales as from 1 July 2003 were 24.8% for employers and 6% for employees giving a combined rate of 30.8%. In addition, Health Professions Wales is required to make a shortfall contribution of £8,000 per month which commenced on the 1 July 2003. Therefore total shortfall contributions amounted to £72,000 for 2003/04. An actuarial valuation is presently being undertaken as at 31 March 2004 in order that negotiations can take place between the trustees and employers with regards the ongoing deficit and a new Schedule of Contributions.

13(v) Financial Reporting Standard 17

The scheme is classified as a multi employer under Financial Reporting Standard 17 "Retirement Benefits". An estimate of the Welsh National Board's share of the assets of the scheme as at 31 March 2002 was £2,986,000 with the liabilities being estimated at £3,539,000. The scheme is accounted for as if it were a defined contribution scheme, as required by Financial Reporting Standard 17.

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

14 Capital Commitments

There were no capital commitments at the end of the year.

15 Losses

Health Professions Wales maintained registers for losses and gifts. No items recorded during the year are considered material for the purposes of disclosure in this Account.

16 Contingent Liabilities

Health Professions Wales has no contingent liabilities.

17 Derivatives

Health Professions Wales has no borrowings and relies primarily on departmental grants for its cash requirements and is therefore not exposed to liquidity risks. It has no material deposits, and all material assets and liabilities are in denominated sterling, so it is not exposed to interest risk or currency risk.

18 Related Party Transactions

Health Professions Wales was a unit within the Welsh Assembly Government. During the year Health Professions has had a number of material transactions with the Assembly in the normal course of its business. In addition, Health Professions Wales had a number of non-material transactions with other bodies (e.g. NHS Trusts, higher education institutions) either wholly or partly funded by Central Government.

During the year none of the senior personnel of Health Professions Wales or other related parties had undertaken any material transactions with Health Professions Wales.

Report on Health Professions Wales in 2003/2004

Notes to the Account for the year ended 31 March 2004 (continued)

19 Membership of the Management Group of Health Professions Wales – for the year ended 31 March 2004

The Management Group was established by the Assembly to oversee the strategic direction of Health Professions Wales (HPW). The Management Group will act as a “holding arrangement” until Health Professions Wales was established as an Assembly Sponsored Public Body.

The Management Group first met on the 29 October 2002.

The Management Group comprised a maximum of 12 members, including the Chair.

It is not intended that the Management Group be representative of all the professions that fall within Health Professions Wales remit.

Non Executive Members

Mrs Hilary Neagle (Chair)
Head of Human Resources (NHS Wales), Welsh Assembly Government

Mrs Rosemary Kennedy (Deputy Chair)
Chief Nursing Officer, Welsh Assembly Government

Mrs Mary Cooksley
Chair of the Welsh Nursing and Midwifery Advisory Committee

Dr Owen Crawley
Chief Scientific Adviser, Welsh Assembly Government

Mr Alun Morgan
Chair of the Welsh Therapies Advisory Committee

Mr Mike Poole
Representative of the Welsh Scientific Advisory Committee

Mr John V Williams
Chief Executive, ACCAC/Chair of FPS Trustees

Executive Members

Dr Barbara Bale
Acting Chief Executive

Miss Wendy Fawcus
Director of Business Services

Mr Thomas J Moore (resigned December 2003)
Director – Quality and Standards

Mrs Jean White (appointed March 2004)
Acting Director – Quality and Standards

Legislation governing Health Professions Wales

The *Health (Wales) Act 2003* made provision for the establishment of Health Professions Wales. Sections 4 and 5 of the Act are quoted below.

4 Health Professions Wales

- (1) The National Assembly for Wales may by order establish a body corporate, to be known as Health Professions Wales or Proffesiynau Iechyd Cymru (but referred to in this Act as HPW).
- (2) HPW is to have such functions in relation to health care professions and health care support workers as may be conferred on it under this section
- (3) The Assembly may by order provide for HPW to carry out functions on behalf of the Assembly.
- (4) The Assembly may by order make provision enabling HPW to –
 - (a) enter into arrangements with the Health Professions Council for carrying out functions on behalf of that Council in relation to Wales;
 - (b) enter into arrangements with the Nursing and Midwifery Council for carrying out functions on behalf of that Council in relation to Wales;
 - (c) enter into arrangements with any other body for carrying out functions on behalf of that body in relation to Wales;
 - (d) carry out any such arrangements.
- (5) The reference in subsection (3) to functions of the Assembly does not include a reference to the function of making, confirming or approving subordinate legislation (within the meaning of the Interpretation Act 1978 (c.30)).
- (6) The carrying out of functions by HPW on behalf of the Assembly or any other body does not affect the responsibility of the Assembly or the body concerned.
- (7) The Assembly may by order make provision about the constitution of HPW (and may in particular make provision similar to that made by Schedule 2).
- (8) “Health care profession” means a profession (whether or not regulated by virtue of any enactment) which is concerned (wholly or partly) with the physical or mental health of individuals.
- (9) “Health care support worker” means a person employed to provide support for one or more members of a health care professions.

5 Further provision about HPW

- (1) The Assembly may by order provide for HPW to charge for any services which it provides in discharging any function.
- (2) The Assembly may by order provide for the transfer of HPW, for the purpose of enabling or assisting it to carry out functions on behalf of the Assembly, of –
 - (a) property, rights and liabilities;
 - (b) persons employed in connection with any of those functions
- (3) The Assembly may make payments to HPW of such amounts, at such times and on such conditions (if any), as it considers appropriate.
- (4) The Assembly may give HPW directions –
 - (a) as to the appointment of staff (including any conditions to be fulfilled for appointment);

Report on Health Professions Wales in 2003/2004

Appendix 1 continued

- (b) as to the terms and conditions of employment of staff (including provision about the payment of pensions, allowances or gratuities and the payment of compensation for loss of employment);
 - (c) as to the application of any sums received by HPW under subsection (3).
- (5) A direction under subsection (4) must be given in writing.
- (6) HPW must comply with any direction given by the Assembly under subsection (4).
- (7) The Assembly may by order make provision about the accounts or audit of HPW (and may in particular make provision similar to that made by Schedule 2).
- (8) The Assembly may by order abolish HPW.
- (9) The Assembly may by order provide for the transfer of staff of HPW and of any property, rights and liabilities to which HPW is entitled or subject.
- (10) An order under subsection (2) or (9) may in particular –
 - (a) provide for the transfer of any property, rights or liabilities to have effect subject to exceptions or reservations specified in or determined under the order;
 - (b) provide for the creation of interests in, or rights over, property transferred or retained or for the creation of new rights and liabilities between the transferor and the transferee;
 - (c) provide for the order to have effect in spite of any provisions (of whatever nature) which would prevent or restrict the transfer of the property, rights or liabilities otherwise than by the order.

Purpose and Functions as shown in Legislation

The purpose and functions of Health Professions Wales are set out in Section 3 of the *Health Professions Wales (Establishment, Membership, Constitution and Functions) Order 2004*, Statutory Instrument 2004 No. 551 (W55) which is quoted below.

- 3** (1) HPW is established for the purpose of undertaking functions in relation to health care professions and health care support workers.
- (2) The functions of HPW shall be such as to enable it to –
- (a) on behalf of the Assembly –
 - (i) promote and advise on the quality and provision of education, training and practice,
 - (ii) undertake the functions of a local supervising authority pursuant to article 42(1)(b) and article 43 of the Nursing and Midwifery Order 2001;
 - (iii) undertake functions under section 63 (except those relating to the making of subordinate legislation) of the Health Services and Public Health Act 1968;
 - (b) enter into arrangements with the Health Professions Council for carrying out functions on behalf of that Council in relation to Wales;
 - (c) enter into arrangements with the Nursing and Midwifery Council for carrying out functions on behalf of that Council in relation to Wales;
 - (d) enter into arrangements with any other body for carrying out functions on behalf of that body in relation to Wales; and
 - (e) carry out such arrangements.

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Appendix 1 continued

The accounts and audit regulations are set out in Section 11 of the same order and are quoted below.

Accounts and Audit,

- 11 (1) HPW must keep proper accounts and proper records in relation to the exercise of its functions.
- (2) HPW must prepare accounts for each financial year in such form as the Assembly may determine.
- (3) The accounts prepared by HPW for any financial year must be submitted to the Auditor General for Wales before the end of such period after the end of the financial year as the Assembly may direct.
- (4) The Auditor General for Wales must –
(a) examine and certify accounts submitted to him under paragraph (3); and
(b) lay before the Assembly a copy of them as certified together with a report on them.
- (5) The Auditor General for Wales may carry out examinations in to the economy, efficiency and effectiveness with which HPW has used its resources in carrying out its functions.
- (6) Nothing in paragraph (5) shall be construed as entitling the Auditor General for Wales to question the merits of the policy objectives of HPW.
- (7) The Auditor General for Wales may lay before the Assembly a report of the results of any examination carried out by under paragraph (5).

The reporting arrangements between HPW and the Assembly are set out in section 12 of the order as follows.

Reports and Information

- 12 (1) As soon as practicable after the end of each financial year, HPW must report to the Assembly on the exercise of its functions during the year.
- (2) HPW must publish the report made under paragraph (1).
- (3) HPW must also provide the Assembly with such other information relating to the exercise of its functions as the Assembly may request.

The articles governing statutory supervision of midwives are taken from *The Nursing and Midwifery Order 2001*, Statutory Instrument 2002 No. 553 and are set out below.

Rules as to midwifery practice

- 42 (1) In addition to its functions under other provisions in this Order, the Council shall by rules regulate the practice of midwifery and the rules may in particular –
(a) determine the circumstances in which and the procedure by means of which a midwife may be suspended from practice;

Report on Health Professions Wales in 2003/2004

Appendix 1 continued

- (b) require midwives to give notice of their intention to practice to the local supervising authority (referred to in this Part as 'the LSA') for the area in which they intend to practise;
 - (c) require midwives to attend courses of instruction in accordance with the rules.
- (2) If rules are made requiring midwives to give the notice referred to in paragraph (1)(b), the LSA shall inform the Council of any notice given to it under those rules.

Local supervision of midwives

- 43 (1) Each LSA shall –
- (a) exercise general supervision in accordance with the rules made under article 42 over all midwives practising in its area;
 - ((b) where it appears to it that the fitness to practise of a midwife in its area is impaired, report it to the Council; and
 - (c) have power in accordance with the rules made under article 42 to suspend a midwife from practice.
- (2) The Council may prescribe the qualifications of persons who may be appointed by the LSA to exercise supervision over midwives in its area, and no one shall be so appointed who is not so qualified.
- (3) The Council shall by rules from time to time establish standards for the exercise by LSAs of their functions and may give guidance to LSAs on these matters.

HPW as an LSA

Prior to April 2003 Health Authorities were the Local Supervising Authorities in Wales.

Welsh Statutory Instrument 2003 No. 813 (W.98) transferred the function of the Local Health Authorities in Wales to the National Assembly for Wales from 1 April 2003.

The Welsh Assembly Government included the LSA function within HPW's remit from 1 April 2003 following the meeting of the National Assembly for Wales Health and Social Services Committee on 13 March 2002 where the paper HSS-07-02 *Replacement body to Welsh National Board for Nursing, Midwifery and Health Visiting (WNB)* was considered.

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Appendix 2

HPW Management Group membership

Name	Designation	Organisation
Mrs Hilary Neagle (Chair)	Head of Human Resources (NHS Wales)	Welsh Assembly Government
Dr Barbara Bale	Acting Chief Executive	Health Professions Wales
Mrs Mary Cooksley	Chair of the Welsh Nursing and Midwifery Advisory Committee	
	Senior Nurse	Cardiff Local Health Board
Dr Owen Crawley	Chief Scientific Adviser	Welsh Assembly Government
Miss Wendy Fawcus	Director of Business Services	Health Professions Wales
Mrs Rosemary Kennedy (Deputy Chair)	Chief Nursing Officer	Welsh Assembly Government
Mr Thomas J Moore (resigned December 2003)	Director – Quality and Standards	Health Professions Wales
Mr Alun Morgan	Chair of the Welsh Therapies Advisory Committee	
	Head of Physiotherapy	Cardiff and the Vale NHS Trust
Mr Mike Poole	Representative of the Welsh Scientific Advisory Committee	
	Head Scientist	North West Wales NHS Trust
Mrs Jean White (from March 2004)	Acting Director – Quality and Standards	Health Professions Wales
Mr John V Williams	Chair of the FPS Trustees	
	Chief Executive	Qualifications, Curriculum and Assessment Authority for Wales (ACCAC)

The President, Chief Executive and Welsh Members of the Health Professions Council and the Nursing and Midwifery Council have observer status.

It was not intended that the Management Group be representative of all the professions that fell within Health Professions Wales' remit.

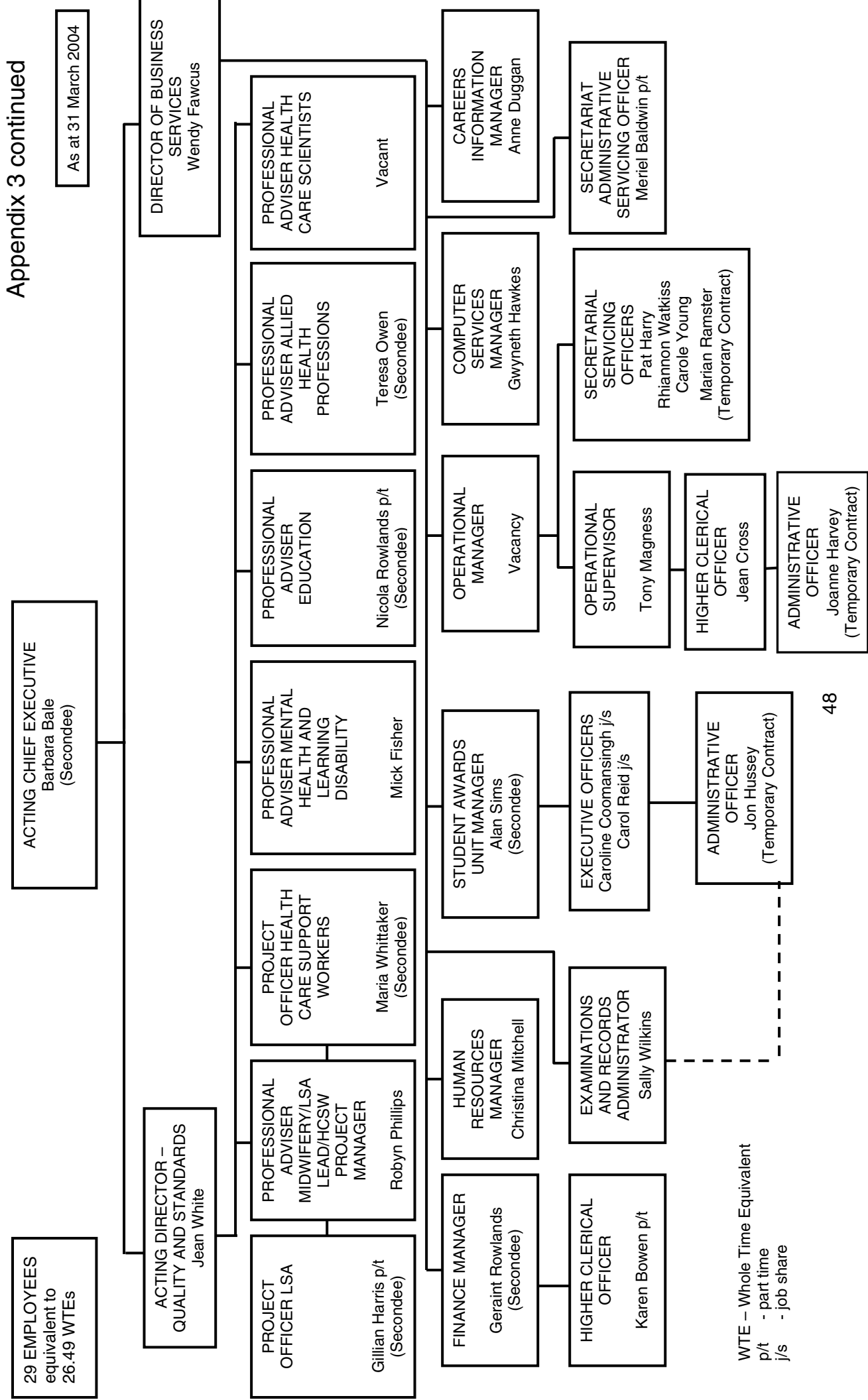
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Appendix 3

Health Professions Wales senior staff from April 2003

Dr B Bale PhD, MSc, RN, RM, ADM, PGCEA (on secondment to HPW from 3 March 2003)	Acting Chief Executive
Miss A M Duggan CertEd, CAMDip (PR)	Careers Information Manager
Miss W Fawcus MBA, Chartered FCIPD, MloD	Director of Business Services
Mr M J Fisher MA, BA, RMN, RNMH, RCNT, RNT	Professional Adviser
Mrs G Harris RGN, RM, RHV, DNCert, DMS (on secondment from 1 June 2003)	Project Officer Local Supervising Authority
Mrs G Hawkes DMS	Computer Services Manager
Ms C A Mitchell DMS, Chartered MCIPD, MCIM	Human Resources Manager
Mr T J Moore MBA, MSc, RGN, RMN, RCNT, RNT, DipN (Lond) CertEd (until 31 December 2003)	Director – Quality and Standards
Miss T A Owen MPH, BSc (Hons), SRD, PGCE, Cert MHS, RPHNutr (on secondment from 18 November 2002)	Project Officer (Education) Allied Health Professions to 30 November 2003 Professional Adviser from 1 December 2003
Dr R Phillips PhD, MEd, RGN, RM, ADM, PGCEA	Professional Adviser
Mr G I Rowlands BA (Hons), FCCA (on secondment from 1 July 2002)	Finance Manager
Mrs N Rowlands MSc, BA (Hons), RMN, RGN, RNT, CertEd (FE) (on secondment from 5 August 2002)	Professional Adviser
Mr A Sims (on secondment from 1 April 2002)	Student Awards Unit Manager
Mrs R Sutton MSc, DCR(T), FETC, CERT ISM, SRR (on secondment from 6 January 2003 to 27 February 2004)	Project Officer (Education) Health Care Scientists
Mrs J C White MSc, BN, RGN, RNT, CertEd (FE)	Professional Adviser to 29 February 2004 Acting Director – Quality and Standards from 1 March 2004
Mrs M Whittaker Grad Dip Phys, MCSP, SRP (on secondment from 1 October 2002)	Project Officer Health Care Support Workers

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Appendix 4

Maintaining the LSA function

Local Supervising Authority Lead Supervisors were recruited from those who had previously fulfilled this role with the Health Authorities. The following were seconded by their NHS employers for 18 months, from 1 April 2003 to 30 September 2004, to allow this essential function to continue while HPW developed the function. They were appointed to cover five geographical areas.

Lead Supervisors	Seconding employer	Area
Gillian Harris	Carmarthenshire NHS Trust (3 days per week)	Mid and West Wales
Chrissie Hayes	Caerphilly Local Health Board (1 day per week)	Gwent
Jean Keats	Pontypridd and Rhondda NHS Trust (1 day per week)	Cardiff and surrounding area
Jackie Lewis-Davies	North West Wales NHS Trust, (2 days per week)	North Wales

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Appendix 5

Continuing Professional Development

Health Professions Wales supports opportunities for career development. During 2003/2004, it provided secondments for a variety of health care professionals to work on projects with HPW staff.

Project Work

Three major projects were supported by the following four secondees working as Project Officers:

Name	Seconding Employer	Project	Details of Secondment
Gillian Harris	Carmarthenshire NHS Trust	Local Supervising Authority	From June 2003 - 2 days per week
Teresa Owen	Conwy and Denbighshire NHS Trust	Continuing Professional Development for Allied Health Professions and Health Care Scientists	From 18 November 2004 – full time
Rosanna Sutton	Department of Radiography Education, University of Wales College of Medicine	Continuing Professional Development for Allied Health Professions and Health Care Scientists	From 6 January 2003 to 27 February 2004 – full time
Maria Whittaker	Gwent Healthcare NHS Trust	Health Care Support Workers	From 1 October 2002 – full time

Additional secondees were also sought to work on two major projects on Health Care Support Workers and Accreditation. The following were appointed:

Name	Seconding Employer	Project	Details of Secondment
Tracy Beasley	Training Officer, North Glamorgan NHS Trust	Accreditation Project	28 July 2003 to 31 March 2004 - 2 days per week
Sharon Harris	Community Nursing Support Worker from a Community Mental Health Team, Swansea NHS Trust	Health Care Support Worker Project	7 August 2003 to 31 March 2004 - flexible working – no set pattern
Deborah Ryan	Lead Practitioner in Training and Development in Theatres, North Glamorgan NHS Trust	Health Care Support Worker Project	7 July 2003 to 31 March 2004 - 2 days per week
Natalie Vanderlinden	Head of Speech and Language Therapy Service, Pontypridd and Rhondda NHS Trust	Accreditation Project	7 July 2003 to 31 March 2004 - 1 day per week

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Appendix 5 continued

Secondments to work with Lead Supervisors of Midwives

HPW, as the Local Supervising Authority (LSA) for Wales, extended a secondment opportunity to experienced Supervisors of Midwives in Wales. There were seven secondments to work with the Lead Supervisors from five geographical areas on matters relating to statutory supervision of midwives. The secondments were for one day a week and ran from 20 October 2003 to 31 March 2004

Name	Seconding Employer	Lead Supervisors	Areas
Sandra Arthur	School of Nursing and Midwifery, University of Wales College of Medicine	Jean Keats	Cardiff
Delyth Bebb	Cardiff and Vale NHS Trust	Jean Keats	Cardiff
Maggie Davies	Gwent Health Care NHS Trust	Chrissie Hayes	Gwent
Debbie Edwards	North East Wales NHS Trust	Jackie Lewis-Davies	North Wales
Suzanne Jones	Gwent Health Care NHS Trust	Chrissie Hayes	Gwent
Jane Phillips	Bro Morgannwg NHS Trust	Gillian Harris	Swansea and surrounding area
Julie Wall	Pembrokeshire and Derwen NHS Trust	Gillian Harris	Dyfed Powys

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Appendix 6

Range of health care staff supported by Health Professions Wales

Registered by the Health Professions Council

Arts Therapists (Art, Drama and Music)
Biomedical Scientists (Medical Laboratory Scientific Officers)
Chiropodists/Podiatrists
Clinical Scientists
Dietitians
Occupational Therapists
Orthoptists
Paramedics
Physiotherapists
Prosthetists and Orthotists
Radiographers
Speech and Language Therapists

Registered by the Nursing and Midwifery Council

Health Visitors
Midwives
Nurses

Other Groups

Medical Technical Officers
Physiological Measurement Technicians
Health Care Support Workers

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Appendix 7

Committees/meetings that HPW Officers attended during 2003/2004

Health Professions Council

HPC Council Meetings

HPC Education and Training Committee

HPC Registration Committee

Higher Education Institutions

All-Wales Fitness for Practice Post Implementation Group

All-Wales Heads of Midwifery Education Group

Cyngor

Assessment Board Meeting – North East Wales Institute

Departmental Quality Assurance Committee – School of Care Science, University of Glamorgan

Joint Education/Service Advisory Group – School of Care Science, University of Glamorgan

Joint Education Service Strategic Committee – School of Care Science, University of Glamorgan

Board of Nursing Studies – University of Wales, Bangor

Pre-Registration Examination Board – University of Wales, Bangor

Teaching and Learning Committee – University of Wales, Bangor

Board of Nursing and Midwifery Studies – University of Wales College of Medicine

School Academic Standards and Quality Committee – University of Wales College of Medicine

Academic Planning and Approvals Committee – School of Health Science, University of Wales Swansea

Faculty Quality Committee – University of Wales Swansea

Learning and Teaching Committee – School of Health Science, University of Wales Swansea

Nursing Midwifery and Health Visiting Committee - University of Wales Swansea

NHS Trusts

Bro Morgannwg Continuing Education Meeting

Nurse Executives (Wales)

Pontypridd and Rhondda Nursing and Midwifery Committee

Nursing and Midwifery Council

NMC Council Meetings

NMC Four Countries Meeting

NMC/Local Supervising Authority Officers Meetings

NMC Midwifery Committee Steering Group - Pre-Registration Midwifery Education

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Appendix 7 continued

NMC Midwifery Committee Steering Group - Adaptation Courses for Midwives Trained Overseas

NMC Midwifery Committee Steering Group - Notification of Intention to Practise

NMC Midwifery Committee Steering Group - Preparation of Supervisors of Midwives

Royal College of Midwifery

RCM Education Advisory Group

RCM UK Board for Wales

Royal College of Nursing

All Party Nursing Group (RCN)

RCN Accreditation Steering Group

Royal College of Nursing Education/Practice Lifelong Learning Group

Social Care

Care Council for Wales Meetings

Welsh Assembly Government

All-Wales Cancer Nursing/Allied Health Professionals Reference/Advisory Group

All-Wales Child and Adolescent Mental Health Service Senior Nurse Forum

All-Wales Nursing, Midwifery and Health Visiting Research Strategy Group

All-Wales Senior Nurse Advisory Group - Learning Disabilities

All-Wales Senior Nurse Advisory Group - Mental Health

All-Wales Welsh Language Task Group

All-Wales Workforce Development Steering Group and the following Sub-Groups:

- Changing Workforce
- Nursing, Midwifery and Allied Health Professions

ASPB Chief Executive and Accounting Officer Meetings

ASPB Personnel Officers Group

ASPB Finance Managers Group

ASPB Heads of Information Meetings

Designated Professionals Meeting

Heads of Midwifery Advisory Group

HPW ASPB Establishment Task and Finish Group and the following Sub-Groups:

- Human Resources
- Legal

Lifelong Learning Strategy Group

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Appendix 7 continued

NHS Open Week Co-ordination Group
NHS Open Week North Regional Working Group
NHS Open Week South Regional Working Group
NHS Communications Officers Network (South East Wales Region)
NPHS Service for Wales Child Protection
Recruitment and Retention Sub-Group (Sub-Group of NHS Partnership Forum)
Referral for Medical Imaging by Non-Medical Practitioners - Working Group
South East Wales Regional Procurement Forum
Supplementary Prescribing Task and Finish Group
Supplementary Prescribing Curricular and Education Providers Sub-Group
Therapies Strategy Project Board
Therapies Strategy Reference Group
Welsh Scientific Advisory Committee
Welsh Therapies Advisory Committee
Welsh Nursing and Midwifery Committee
Welsh Procurement Initiative Team Working Groups:

- Agency Staff Value for Money Project Team
- Buy for Wales Website Group
- Stationery and Office Consumables Collaborative Team
- Welsh Purchasing Card User Group

Other

Clinical Leadership and Change Steering Group
Community Dietitians in Wales (CDiW)
Equal Opportunities Commission Equality Exchange
Federated Pension Scheme Trustees Meetings
Food and Well-being Implementation and Monitoring Working Party
National Occupational Standards for Public Health Practice (Wales Centre for Health)
Pathways to Performance Project Board – Centre for Health Leadership Wales
Skills for Health
Uni-professional Committees, for example: Orthoptists, Arts Therapists, Speech and Language Therapists

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Appendix 8

Audit Committee

Members

Name	Designation	Organisation
Dr Barbara Bale	Management Group Member	Health Professions Wales
Miss Wendy Fawcus	Management Group Member	Health Professions Wales
Mr Mike Poole	Management Group Member	Representative of the Welsh Scientific Advisory Committee North West Wales NHS Trust
Mr Geraint Rowlands	Finance Manager	Health Professions Wales
Mr John V Williams (Chair)	Management Group Member	Qualifications, Curriculum and Assessment Authority for Wales (ACCAC),

In Attendance

Name	Designation	Organisation
Mr Paul Marsh	Internal Audit Manager	Grant Thornton
Mr David McNeill	Head of Internal Audit	Welsh Assembly Government
Mr Laurie Pavelin	Head of Financial Accountability Unit	Welsh Assembly Government
Mr Ian Summers	Director of Financial Audit and Administration	National Audit Office Wales

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Appendix 9

Quality Assurance – approved course providers and list of approved courses between 1 April 2003 and 31 March 2004

The programmes listed here lead to initial entry or additional entries on the Register maintained by the Nursing and Midwifery Council.

Approved Educational Establishment

School of Health Science
University of Wales Swansea
Singleton Park
Swansea
SA2 8PP

Approved Courses of Education and Training Undertaken at the Educational Establishment

1 Courses leading to entry to:

Part of the Register

- 1 Registered General Nurse/ Certificate in Higher Education (Flexible Conversion)
- 3 Registered Mental Nurse/Certificate in Higher Education (Flexible Conversion)
- 5 Registered Nurse for Learning Disabilities/Certificate in Higher Education (Flexible Conversion)
- 10 Registered Midwife/Bachelor of Midwifery (Hons)¹
Registered Midwife/Diploma in Midwifery²
Registered Midwife/Bachelor of Midwifery (Hons)²
Registered Midwife/Bachelor of Science (Hons) Midwifery¹
- 11 Registered Health Visitor/Bachelor of Science (Hons) Community Health Studies (Health Visiting)¹
- 12 Adult Nursing/Diploma in Nursing¹
Adult Nursing/Bachelor of Nursing (Hons)¹
Adult Nursing/Bachelor of Nursing (Hons)⁴
- 13 Mental Health Nursing/Diploma in Nursing¹
Mental Health Nursing/Bachelor of Nursing (Hons)¹
- 15 Children's Nursing/Diploma in Nursing¹
Children's Nursing/Diploma in Nursing³
Children's Nursing/Bachelor of Nursing (Hons)¹
Children's Nursing/Bachelor of Nursing (Hons) (accelerated pathway through Child Branch)³

2 Courses leading to a recordable qualification (Specialist Practice Qualification):

Bachelor of Science (Hons) Nursing Studies with the following pathways:

Accident and Emergency
Intensive Care
Nurse Practitioner and Clinical Nurse Specialist
Palliative Care

¹ 3 year programme

² 18 months programme

³ 1 year programme

⁴ Family friendly programme

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Appendix 9 continued

Bachelor of Science (Hons) Community Health Studies
with the following pathways:

Community Children's Nursing
Community Mental Health Nursing
District Nursing
General Practice Nurse
School Nursing

- 3 Return to Practice (Nursing and Midwifery)**
- 4 Nurse Prescribing**
- 5 Supplementary Prescribing**

School of Care Sciences
University of Glamorgan
Glyntaff Campus
Pontypridd
Rhondda Cynon Taff
CF37 1DL

- 1 Courses leading to entry to:**
Part of the Register
 - 1 Registered General Nurse/Certificate in Higher Education (Flexible Conversion)
 - 3 Registered Mental Nurse/Certificate in Higher Education (Flexible Conversion)
 - 5 Registered Nurse for Learning Disabilities/Certificate in Higher Education (Flexible Conversion)
 - 10 Registered Midwife/Diploma in Higher Education (Midwifery)²
Registered Midwife/Bachelor of Science (Hons) Midwifery²
Registered Midwife/Bachelor of Midwifery (Hons)²
 - 12 Adult Nursing/Diploma in Higher Education (Nursing)^{1 5}
Adult Nursing/Foundation Degree (Nursing)¹
Adult Nursing/Bachelor of Science (Hons) Nursing¹
Adult Nursing/Bachelor of Nursing (Hons)^{1 5}
 - 13 Mental Health Nursing/Diploma in Higher Education (Nursing)^{1 5}
Mental Health Nursing/Foundation Degree (Nursing)¹
Mental Health Nursing/Bachelor of Science (Hons) Nursing¹
Mental Health Nursing/Bachelor of Nursing (Hons)^{1 5}

¹ 3 year programme
² 18 months programme
³ 1 year programme
⁵ Part-time 6 year programme

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Appendix 9 continued

- 14 Learning Disabilities Nursing/Diploma in Higher Education (Nursing)^{1 5}
Learning Disabilities Nursing/Foundation Degree (Nursing)¹
Learning Disabilities Nursing/Bachelor of Science (Hons) Nursing¹
Learning Disabilities Nursing/Bachelor of Nursing (Hons)^{1 5}
- 15 Children's Nursing/Diploma in Higher Education (Nursing)^{1 5}
Children's Nursing/Foundation Degree (Nursing)¹
Children's Nursing/Bachelor of Nursing (Hons)^{1 5}

2 Courses leading to a recordable qualification (Specialist Practice Award):

Bachelor of Science/Bachelor of Science (Hons) Cancer Care
Bachelor of Science/Bachelor of Science (Hons) Clinical Practice
Bachelor of Science/Bachelor of Science (Hons) Emergency Care
Bachelor of Science/Bachelor of Science (Hons) Managing Pain
Bachelor of Science/Bachelor of Science (Hons) Professional Practice

Bachelor of Science/Bachelor of Science (Hons) Community Health Studies with the following pathways:
Community Children's Nursing
District Nursing
Community Learning Disabilities Nursing
General Practice Nursing
School Nursing
Postgraduate Diploma – Nurse Practitioner

3 Return to Practice (Nursing and Midwifery)

4 Nurse Prescribing

5 Supplementary Prescribing

6 Course leading to a recordable teaching qualification:

Post Graduate Certificate in Education (Nursing, Midwifery and Health Visiting)

North East Wales Institute of Higher Education
Plas Coch
Mold Road
Wrexham
LL11 2AW

1 Courses leading to entry to:

Part of the Register

- 11 Registered Health Visitor/Bachelor of Science in Applied Community and Health Studies (Health Visiting)³
Registered Health Visitor/Postgraduate Diploma Health Studies (Health Visiting)³

¹ 3 year programme

² 1 year programme

⁵ Part-time 6 year programme

⁶ 4 year programme

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Appendix 9 continued

12 Adult Nursing/Higher Education Diploma in Nursing¹
 Adult Nursing/Bachelor of Nursing (Hons)⁶
 Adult Nursing/Bachelor of Nursing (Hons)¹

13 Mental Health Nursing/Higher Education Diploma in Nursing¹
 Mental Health Nursing/Bachelor of Nursing (Hons)¹

2 Courses leading to a recordable qualification (Specialist Practice Award):

Bachelor of Science (Hons) Applied Community and Health Studies with the following pathways:

Community Children's Nursing
 District Nursing
 General Practice Nursing
 School Nursing

Postgraduate Diploma/Health Studies with the following pathways:

Community Children's Nursing
 District Nursing
 General Practice Nursing
 School Nursing

3 Nurse Prescribing course

4 Return to Practice (Nursing)

5 Supplementary Prescribing (Jointly with the University of Wales, Bangor)

School of Nursing, Midwifery and Health Studies
 Faculty of Health
 University of Wales, Bangor
 Fron Heulog
 Ffriddoedd Road
 Bangor
 Gwynedd
 LL57 2EF

1 Courses leading to entry to:

Part of the Register

- 1 Registered General Nurse/Certificate in Higher Education (Flexible Conversion)
- 3 Registered Mental Nurse/Certificate in Higher Education (Flexible Conversion)
- 5 Registered Nurse for Learning Disabilities/Certificate in Higher Education (Flexible Conversion)
- 8 Registered Sick Children's Nurse/Diploma in Children's Nursing (accelerated pathway)³
- 10 Registered Midwife/Diploma in Midwifery²
 Registered Midwife/Bachelor of Science (Hons) Midwifery²
 Registered Midwife/Bachelor of Midwifery (Hons)²
- 11 Bachelor of Science (Hons) Health Studies (Health Visiting)

¹ 3 year programme

² 18 months programme

³ 1 year programme

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Appendix 9 continued

- 12 Adult Nursing/Diploma in Nursing¹
Adult Nursing/Bachelor of Nursing¹
 - 13 Mental Health Nursing/Diploma in Nursing¹
Mental Health Nursing/Bachelor of Nursing¹
Bridging Diploma for Parts 1, 12 and 15 (for registered nurses taking a second qualification) (Flexible)
 - 14 Learning Disabilities Nursing/Diploma in Nursing¹
Learning Disabilities Nursing/Bachelor of Nursing¹
 - 15 Children's Nursing/Diploma in Nursing¹
Children's Nursing/Bachelor of Nursing¹
- Bridging module (CFP – Branch Programme) (for experienced and qualified Health Care Support Workers or cadet entry via North West NHS Trust)

2 Courses leading to a recordable qualification (Specialist Practice Award):

Bachelor of Science (Hons) Health Studies with the following pathways:

- Community Learning Disabilities Nursing
- Community Mental Health Nursing
- District Nursing
- Gerontology Nursing
- Medical Nursing
- Mental Health Nursing
- General Practice Nursing
- Surgical Nursing
- Tissue Viability

3 Return to Practice and Maintenance of Professional Competence (Nursing and Midwifery)

4 Nurse Prescribing

5 Supplementary Prescribing (Jointly with North East Wales Institute of Higher Education)

School of Nursing and Midwifery
Studies
University of Wales College of
Medicine
Heath Park
Cardiff
CF14 4XN

1 Courses leading to entry to:

Part of the Register

- 1 Registered General Nurse (Flexible Conversion)
- 3 Registered Mental Nurse (Flexible Conversion)
- 5 Registered Nurse for Learning Disabilities (Flexible Conversion)
- 8 Registered Sick Children's Nurse (Flexible Conversion)
- 10 Registered Midwife/Diploma in Higher Education (Midwifery)²
Registered Midwife/Bachelor of Science (Hons) Midwifery²
Registered Midwife/Bachelor of Midwifery (Hons)²

¹ 3 year programme

² 18 months programme

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Appendix 9 continued

- 11 Registered Health Visitor/Bachelor of Science (Hons)
Community Health Studies (Health Visiting)
Registered Health Visitor/Postgraduate Diploma
Community Health Studies (Health Visiting)
- 12 Adult Nursing/Diploma in Nursing¹
Adult Nursing/Bachelor of Nursing (Hons)⁶
Adult Nursing/Bachelor of Nursing (Hons)¹
- 13 Mental Health Nursing/Diploma in Nursing¹
Mental Health Nursing/Bachelor of Nursing (Hons)⁶
Mental Health Nursing/Bachelor of Nursing (Hons)¹
- 15 Children's Nursing/Diploma in Nursing¹
Children's Nursing/Bachelor of Nursing (Hons)⁶
Children's Nursing/Bachelor of Nursing (Hons)¹

2 Courses leading to a recordable qualification (Specialist Practice Award):

Bachelor of Science (Hons) Nursing Studies

Bachelor of Science (Hons) Community Health Studies
with the following pathways:

- Community Children's Nursing
- Community Learning Disabilities Nursing
- Community Mental Health Nursing
- District Nursing
- General Practice Nursing

Postgraduate Diploma Community Health Studies with
the following pathways:

- Community Children's Nursing
- Community Learning Disabilities Nursing
- Community Mental Health Nursing
- District Nursing
- General Practice Nursing

3 Nurse Prescribing

4 Return to Practice (Nursing and Midwifery)

5 Supplementary Prescribing

Department of Anaesthetics
University of Wales College of
Medicine
Heath Park
Cardiff
CF14 4XN

Courses leading to a recordable qualification (Specialist Practice Award):

Master of Science Pain Management (Approval for new
entrants ended in April 2000)

¹ 3 year programme

⁶ 4 year programme

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Appendix 9 continued

Pembrokeshire College
Merlin's Bridge
Haverfordwest
Pembrokeshire
SA61 1SZ

Franchised from University of Glamorgan:

1 Courses leading to a recordable qualification (Specialist Practice Award):

Bachelor of Science/Bachelor of Science (Hons)
Professional Practice

2 Return to Practice (Nursing)

Course leading to a recordable teaching qualification:

Postgraduate Certificate in Education

School of Social Sciences
Cardiff University
Glamorgan Building
King Edward VII Avenue
Cardiff
CF10 3TP

Faculty of Education
Swansea Institute of Higher Education
Mount Pleasant
Swansea
SA1 6EE

Course leading to a recordable qualification (Specialist Practice Award):

Bachelor of Science/Bachelor of Science (Hons)
Nursing Studies

Department of Medical and Dental
Education
University of Wales College of
Medicine
Heath Park
Cardiff
CF14 4XN

Course leading to a recordable teaching qualification:

Postgraduate Certificate in Healthcare Professions
Education (Distance Learning)

Staff Development Unit
University of Aberystwyth
Penglas Campus
Aberystwyth
SY23 3DD

Course leading to a recordable teaching qualification

Postgraduate Certificate in Teaching in Higher
Education

Research Institute for Enhanced
Learning
University of Wales, Bangor
Bangor
LL57 2DG

Course leading to a recordable teaching qualification

Postgraduate Certificate in Teaching in Higher
Education

University of Wales College, Newport
College Crescent
Caerleon
Newport
NP6 1XJ

Course leading to a recordable teaching qualification:

Postgraduate Certificate in Education

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Appendix 9 continued

Bridgend College of Further and
Higher Education
Cowbridge Road
Bridgend
CF31 3DF

Course leading to a recordable teaching qualification:

Postgraduate Certificate in Education
(franchised from University of Wales College Newport)

Coleg Ceredigion
Llanbadarn Fawr
Aberystwyth
SY23 3BP

Course leading to a recordable teaching qualification:

Postgraduate Certificate of Education
(franchised from University of Wales College Newport)

Coleg Powys
Penlan
Brecon
Powys
LD3 9SR

Course leading to a recordable teaching qualification:

Postgraduate Certificate of Education
(franchised from University of Wales College Newport)

Coleg Sir Gar
Piburlwyd Campus
Carmarthen
SA31 2NH

Course leading to a recordable teaching qualification:

Postgraduate Certificate of Education
(franchised from University of Wales College Newport)

North East Wales Institute of Higher
Education
Plas Coch
Mold Road
Wrexham
LL11 2AW

Course leading to a recordable teaching qualification:

Postgraduate Certificate in Professional Development

Report on Health Professions Wales in 2003/2004

Appendix 10

Student training index statistics

Number starting nursing, midwifery and health visiting courses

Year	2003/04	2002/03
Part 8	6	3
Part 10	118	96
Part 11	60	56
Part 12	1056	1009
Part 13	187	178
Part 14	21	47
Part 15	146	163

Number completing nursing, midwifery and health visiting courses

Year	2003/04	2002/03
Part 8	2	6
Part 10	75	68
Part 11	58	51
Part 12	656	638
Part 13	135	129
Part 14	33	21
Part 15	132	98

Number starting enrolled nurse conversion courses

Year	2003/04	2002/03
Part 1	134	132
Part 3	17	7
Part 5	1	3
Part 8	6	0
RGN/DN	0	0

Number completing enrolled nurse conversion courses

Year	2003/04	2002/03
Part 1	109	154
Part 3	6	11
Part 5	2	1
Part 8	0	1
RGN/DN	0	1

Key to parts of the register

Part 1	first level nurses trained in general nursing
Part 3	first level nurses trained in the nursing of persons suffering from mental illness
Part 5	first level nurses trained in the nursing of persons with learning disabilities
Part 8	nurses trained in the nursing of sick children
Part 10	midwives
Part 11	health visitors
Part 12	first level nurses trained in adult nursing
Part 13	first level nurses trained in mental health nursing
Part 14	first level nurses trained in learning disabilities nursing
Part 15	first level nurses trained in children's nursing
RGN/DN	registered general nurse (Part 1)/district nurse

Report on Health Professions Wales in 2003/2004

Appendix 10 continued

Statistics from the student training index from 1 April 2003 to 31 March 2004

Part of Register	Type of Professional Course	On Index at 31 March 2004	Indexed	Discontinued	Eligible for Registration
1	General Nursing (Conversion)	335	134	24	109
3	Mental Nursing (Conversion)	32	17	4	6
5	Learning Disabilities Nursing (Conversion)	10	1	1	2
8	Sick Children's Nursing (Conversion)	6	6	0	0
	Diploma in Children's Nursing (32 weeks)	1	0	0	2
8	TOTAL	7	6	0	2
10	Midwifery (80 weeks)	1	0	0	17
	Midwifery BSc/BM (Hons) (80 weeks)	149	101	6	47
	Midwifery BSc/BM (Hons) (3 years)	45	17	3	11
10	TOTAL	194	118	9	75
11	BSc (Hons) in Applied Community Health Studies (Health Visiting)/Specialist Practice Qualification	14	12	2	15
	BSc(Hons) Community Health Studies (Health Visiting)/Specialist Practice Qualification	40	39	0	35
	Post Graduate Diploma Community Health Studies (Health Visiting)/Specialist Practice Qualification	9	9	0	8
11	TOTAL	63	60	2	58
12	Adult Nursing (Diploma)	1601	485	144	413
	Adult Nursing (BN 3 years)	1105	571	66	131
	Adult Nursing (BN 4 years)	72	0	5	31
	Adult Nursing (Foundation Degree)	58	0	4	81
12	TOTAL	2836	1056	219	656
13	Mental Health Nursing (Diploma)	276	90	14	85
	Mental Health Nursing (BN 3 years)	181	97	9	26
	Mental Health Nursing (Foundation Degree)	16	0	0	24
13	TOTAL	473	187	23	135
14	Learning Disabilities Nursing (Diploma)	52	16	3	10
	Learning Disabilities Nursing (BN 3 years)	27	5	1	13
	Learning Disabilities Nursing (Foundation Degree)	5	0	1	10
14	TOTAL	84	21	5	33
15	Children's Nursing (Diploma)	150	59	11	72
	Children's Nursing (BN 3 years)	180	79	12	32
	Children's Nursing (BN 4 years)	30	0	1	8
	Children's Nursing (Foundation Degree)	15	0	1	9
	Children's Nursing (Diploma 52 weeks)	14	8	1	7
	Children's Nursing (BN 52 weeks)	1	0	0	4
15	TOTAL	390	146	26	132
	GRAND TOTAL	4424	1746	313	1208

Report on Health Professions Wales in 2003/2004

Appendix 10 continued

Statistics for post registration recordable qualifications from 1 April 2003 to 31 March 2004

Course Title	Number of Persons Indexed*	Number of Persons Discontinued	Number of Persons Eligible for Recording*
Initial Teacher Training Courses	72	1	41
Nurse Prescribing	0	0	120
BSc Community Health Studies/SPQ	25	0	16
BSc (Hons) Health Studies/SPQ	18	6	12
BSc (Hons) Health Studies (Community)/SPQ	9	1	9
BSc (Hons)/Post Graduate Diploma Community Health Studies/SPQ	97	6	93
Post Graduate Diploma – Nurse Practitioner/SPQ	9	0	0
BSc (Hons) Nursing (Nurse Practitioner)/SPQ	7	0	15
BSc (Hons) Nursing (Intensive Care)/SPQ	4	0	3
BSc (Hons) Nursing (Palliative Care)/SPQ	0	0	1
BSc (Hons) Nursing (Accident and Emergency)/SPQ	0	1	1
BSc Professional Practice/SPQ	50	0	36
BSc (Hons) Nursing Studies	0	0	3
BSc (Hons) Nursing Studies/SPQ	42	17	66
MSc Pain Management/SPQ	0	0	2
BSc Emergency Care/SPQ	1	0	1
BSc (Hons) Clinical Practice/SPQ	5	0	1
BSc (Hons) Managing Pain/SPQ	4	0	0
SPQ Total	271	31	259
GRAND TOTAL	343	32	420

SPQ – Specialist Practice Qualification

Health Visiting is shown on the previous page rather than here as it leads to Part 11 of the Register.

Return to Practice

Course Title	Number of Persons Indexed*	Number of Persons Discontinued [∞]	Number of Persons Completing*
Return To Nursing Practice	64	0	117
Return To Practice (Midwifery)	0	0	6
TOTALS	64	0	123

* Courses may start in one statistical year and finish in a later one, this means that the numbers indicated in each column may not refer to the same intake of students.

[∞] HPW is only informed of students who successfully complete the programme.

Report on Health Professions Wales in 2003/2004

Appendix 11

Accreditation – continuing professional development framework – joint awards

These courses provide a modular route for nurses and midwives wishing to obtain a Higher Education Certificate or Diploma. Individual modules may also be accessed if relevant to current practice, without completing the full award. Modules are 50% assessed practice and offered part-time or via open learning.

Certificate/Diploma in Professional Practice:

School of Nursing , Midwifery and Health Studies
Faculty of Health
University of Wales – Bangor
Fron Heulog, Ffriddoedd Road,
Bangor
Gwynedd LL57 2EF

Certificate/Diploma in Higher Education (Professional Practice):

School of Care Sciences
University of Glamorgan
Continuing Education Department
Glyntaff Campus
Treforest
Pontypridd
Rhondda Cynon Taff CF37 1DL

Certificate/Diploma in Higher Education (Professional Practice):

Coleg Sir Gar
Ammanford Campus
Carmarthenshire
SA18 3TA

Modules franchised from the University of Glamorgan

Certificate/Diploma in Higher Education (Professional Practice):

Admissions Officer
School of Health Science
University of Wales, Swansea
Singleton Park
Swansea SA2 8PP

Certificate/Diploma in Higher Education (Professional Practice):

Pembrokeshire College
Merlin's Bridge
Haverfordwest
Pembrokeshire SA61 1SZ

Modules franchised from the University of Glamorgan

Certificate/Diploma in Professional Practice

Recruitment Department
University of Wales College of Medicine
School of Nursing and Midwifery Studies Registry
Heath Park
Cardiff CF14 4XN

Continuing Professional Development (CPD) Project for Allied Health Professions and Health Care Scientists

1 Introduction

- 1.1 Health Professions Wales is charged by the Welsh Assembly Government to work in partnership with key stakeholders across Wales to foster developments in the area of Continuing Professional Development (CPD). Thus the aim of this project was to provide an overview of current allied health professions' and health care scientists' Continuing Professional Development across Wales, and to provide recommendations to shape future work.
- 1.2 Continuing Professional Development is a widely used term, but it can simply be described as a process by which a professional person maintains the quality and relevance of professional services throughout his or her working life. The main underpinning themes of Continuing Professional Development are continuity, a broad base, structure and a professional focus. The literature suggests that CPD is often too orientated towards course attendance with little recognition for work based learning and reflective activities, and is not always a partnership between an individual and their employer.
- 1.3 The project involved collation of information on currently available CPD schemes for the allied health professions and health care scientists in Wales, identifying the views and opinions of the key stakeholders. In addition, identified post registration learning, education and development opportunities were collated. The professions involved in this scoping study were: Arts Therapies, Biomedical Sciences, Dietetics, Haematology, Medical Physics, Occupational Therapy, Orthoptics, Paramedics, Physiotherapy, Podiatry, Prosthetics and Orthotics, Radiography and Speech and Language Therapy.
- 1.4 Two officers (both registered with Health Professions Council) were seconded to lead on this CPD project. The project process comprised:
 - Phase 1: Networking and establishing contacts across Wales in all the professional areas (ongoing)
 - Phase 2: Establish advisory group, sample, design questionnaire/semi - structured interviews, pilot and distribution/action (September/October 2003)
 - Phase 3: Report, recommendations and action plan (February/March 2004)
 - Phase 4: Action Plan (April 2004 onwards).
- 1.5 A small Advisory Group was set up to support the two project officers in this work. The advisory group membership is shown below.
- 1.6 Data were collected from four key groups of stakeholders: service managers, employees, higher education institutions and professional bodies using questionnaires and a focus group. This provided both quantitative and qualitative data for analysis using Excel, SPSS and content analysis.

2 Key Results

- 2.1 Sixty percent of the respondents (n=73) were involved in a CPD scheme. In addition 22% of managers (n=26) were involved in a separate CPD scheme. Fifty four percent (n=106) suggested that the schemes offered realistic goals. However, the learning and development activities recognised by these schemes were variable between the professional groups. Thirty percent (n=61) of employees indicated that there are CPD activities that are not recognised by their CPD schemes.

Report on Health Professions Wales in 2003/2004

Appendix 12 continued

- 2.2 Fifty nine percent (n=265) stated that they had a CPD co-ordinator in their department. In the absence of such a role, a member of staff, for example, the head of department or senior staff, provided a similar focus.
- 2.3 The budget for CPD appeared to be an issue for all of the professions. Budgets to support CPD activities were varied between the professions ranging from nil to £10 per capita.
- 2.4 Only 33% (n=141) of the professionals have protected study time. This is further exacerbated due to staff shortages, and the distances needed to be travelled to attend courses.
- 2.5 Data indicates a general emphasis on accredited courses (attended or electronic) as a means of CPD. Meetings and seminars are also viewed to be of importance by managers and employees, as a contributor to CPD activities. The content of courses that are available in Wales is regarded as being 'appropriate' although insufficient provision was acknowledged.
- 2.6 Results from higher education institutions, indicated that existing provision may not meet service need. Reasons include limited funding to provide appropriate courses and study days and limited academic staff resources.
- 2.7 The response rate from the professional bodies (33%) meant that findings could not be generalised. However, the results show that 78% (n=7) of the professional bodies had CPD schemes. From these 57% (n=5) regularly audited the uptake of their schemes and 43% (n=4) regularly audited the quality. However, none of the professional bodies who responded carried out audits/market research in order to establish which course/study days are in most demand by clinical staff.

Further descriptive statistics and qualitative data, together with an in-depth breakdown of the latter by the professions and stakeholders are included in the full report.

3 Recommendations

The recommendations arising from the interim analysis of findings in this scoping exercise were

- 3.1 There is a need to review the equity of funding for CPD by service providers/regional offices. This could also help support the implementation of the lifelong learning strategy when launched.
- 3.2 The issue of protected study time should be considered when determining equity of access for CPD activities.
- 3.3 Mechanisms should be sought to identify prioritisation for CPD activity funding, for example, National Service Frameworks, national priority areas and similar, to enable targeting.
- 3.4 There should be a centralised collation of overall provision of CPD availability throughout Wales to identify gaps in provision and act as a resource to professionals.
- 3.5 An All Wales focal point should be considered to promote key principles of good practice, offer advice and guidance and provide support for a network of CPD learning representatives within the service.
- 3.6 HPW should review the prioritisation of recommendations in light of their current and future remit and the outcomes of UK wide activity, for example, the Department of Health's project on shared frameworks for health professional learning beyond registration to develop multi professional framework and HPC's determination of re-registration requirements.

Report on Health Professions Wales in 2003/2004

Appendix 12 continued

The Management Group meeting in March 2004 endorsed these recommendations and agreed that, where appropriate, they would be contained within the final report for publication in 2004/2005.

Membership of the Advisory Group to the Continuing Professional Development (CPD) Project for the Allied Health Professions and Health Care Scientists

Philippa Ford	Policy Officer for Wales, Chartered Society of Physiotherapy
Professor Tony Hazell	Health Professions Council Member Assistant Principal, University of Wales Institute, Cardiff
Neil Willis	Health Professions Council Member Acute Medical Biochemistry Services, Manager, University Hospital of Wales, Cardiff
Alun Morgan	Chair of Welsh Therapies Advisory Committee Head of Physiotherapy, Cardiff and Vale NHS Trust
Andy Thomas	Welsh Scientific Advisory Committee Manager, Radiology Directorate, Cardiff and Vale NHS Trust
Dr Barbara Bale	Acting Chief Executive, Health Professions Wales
Thomas Moore	Director of Quality and Standards, Health Professions Wales
Teresa A Owen	Project Officer, Health Professions Wales
Rosanna Sutton	Project Officer, Health Professions Wales

Report on Health Professions Wales in 2003/2004

Appendix 13

Health Professions Wales Accredited Study Centres 2003/2004

Bro Morgannwg NHS Trust

BUPA Hospital, Cardiff

Carmarthenshire NHS Trust

Ceredigion and Mid Wales NHS Trust

Conwy and Denbighshire NHS Trust

Gwent Healthcare NHS Trust

Marie Curie Cancer Care, Holme Tower, Cardiff (until 15 November 2003)

National Britannia Occupational Health Division, Caerphilly

NHS Wales Business Services Centre, Cardiff

North Glamorgan NHS Trust

North West Wales NHS Trust

Pontypridd and Rhondda NHS Trust (until 4 October 2003)

Powys Health Local Health Board (until 22 January 2004)

Renal Therapy Services, Baxter Healthcare Limited, Newport

St David's Foundation, Newport

Velindre NHS Trust (until 18 October 2003)

Swansea NHS Trust

Report on Health Professions Wales in 2003/2004

Appendix 14

Careers information statistics and careers requests received

Careers information offered

Year	Written	Email	Telephone	Information on Entry via other Agencies		Total
				English	Welsh	
2003/2004	319	361	1,220	3,045	2,635	7,580
2002/2003	676	2129	805	12,092	6,817	22,519

Information sought

Year	Entry	Continuing Development
2003/2004	7,162	418
2002/2003	21,677	842

Careers Information Offered by Health Professions Wales

Entry for the following professions:

Art Therapists
 Audiologists (Physiological Measurement Technicians)
 Biomedical Scientists (Medical Laboratory Scientific Officers)
 Cardiac Physiologists (Physiological Measurement Technicians)
 Chiropodists/Podiatrists
 Clinical Neurophysiologists (Physiological Measurement Technicians)
 Clinical Physiologists Respiratory (Physiological Measurement Technicians)
 Clinical Scientists
 Dietitians
 Dramatherapists
 Health Visitors
 Medical Technical Officers
 Midwives
 Music Therapists
 Nurses
 Occupational Therapists
 Orthoptists
 Paramedics
 Physiotherapists
 Prosthetists and Orthotists
 Radiographers
 Speech and Language Therapists
 Teachers of Nursing, Midwifery and Health Visiting

Continuing professional development for Health Visitors, Midwives and Nurses.

Careers information on entry for Health Care Support Workers and continuing professional development for the Allied Health Professions and Health Care Scientists was being researched.

Report on Health Professions Wales in 2003/2004

Appendix 15

Teacher Training Budget

Funds of £200,000 for the Initial Teacher Training budget were assigned to HPW by the Welsh Assembly Government for 2003/2004. The funds were distributed by the Teacher Training Budget Group under the following categories:

- Continuing professional development for teachers of courses leading to registration or recording with the Nursing and Midwifery Council (NMC) and the Health Professions Council (HPC);
- Initial teacher training courses for NMC approved courses and for allied health professionals and health care scientists who are required to undertake teacher training;
- Research Training Fellowships;
- Conferences, events and special initiatives.

The allocation of funds was aimed at the development of teachers, providing resources for initial teacher training courses and supporting events that promote the education of nurses, midwives, health visitors, allied health professionals and health care scientists in Wales. Multi-professional activities were encouraged.

This continues to be an important aspect of HPW's remit to support the development of all those involved in educating the health professionals of tomorrow.

Funds were increased from £160,000 (2002/2003) to £200,000 for this year and were allocated as follows:

1 Continuing Professional Development

Organisation	£
University of Wales, Bangor (School of Nursing, Midwifery and Health Studies)	10,700.00
University of Wales, Bangor (School of Biological Science)	500.00
University of Wales, Bangor (School of Radiography)	3,700.00
North East Wales Institute of Higher Education (Medical Education, Health, Sport and Exercise Science and Sciences)	8,200.00
Royal Welsh College of Music and Drama	2,700.00
University of Glamorgan (School of Care Sciences)	10,700.00
Cardiff University (School of Social Sciences)	500.00
University of Wales College of Medicine (School of Nursing and Midwifery Studies)	11,200.00
University of Wales College of Medicine (Department of Occupational Therapy Education)	10,200.00
University of Wales Swansea (School of Health Science)	11,200.00
University of Wales Institute, Cardiff (Applied Sciences)	2,700.00
University of Wales Institute, Cardiff (School of Health and Social Sciences)	6,700.00
Welsh Ambulance Services NHS Trust	5,200.00
TOTAL	£ 84,200.00

Report on Health Professions Wales in 2003/2004

Appendix 15 continued

2 Initial Teacher Training

Organisation	£
Bridgend College	4,000.00
Cardiff University	7,350.00
Coleg Ceredigion	125.00
Coleg Powys	125.00
Coleg Sir Gar	2,060.95
North East Wales Institute	3,500.00
University of Glamorgan	8,500.00
University of Wales, Bangor	8,500.00
University of Wales College of Medicine	6,000.00
University of Wales College, Newport	6,833.92
Welsh Branch of Orthoptic Society	965.00
TOTAL	£ 47,959.87

3 Research Training Fellowships

Organisation		£
University of Glamorgan	1 midwife	5,000.00
	1 nurse	5,000.00
University of Wales Swansea	1 midwife	5,000.00
	1 nurse	5,000.00
University of Wales College of Medicine	1 nurse	5,000.00
	1 physiotherapist	5,000.00
University of Wales, Bangor	1 nurse	5,000.00
	1 radiographer	5,000.00
University of Wales Institute, Cardiff	1 dietician	5,000.00
	1 podiatrist	5,000.00
TOTAL		£ 50,000.00

4 Conferences, Events and Special Initiatives

Organisation	Conference Title	£
University of Wales College of Medicine (Postgraduate & Continuing Education Unit)	School of Healthcare Studies Fourth Research Conference	1,000.00
North East Wales Institute	Nurse Leadership Conference: Leading from Clinical Practice – embracing the nursing workforce to lead the future	250.00
University of Wales Swansea	Preparing for the Electronic Patient Record: the Nursing Challenge	750.00
Diabetes UK Cymru	Primary Care Diabetes Conference	1,000.00

Report on Health Professions Wales in 2003/2004

Appendix 15 continued

Conferences, Events and Special Initiatives (continued)

Organisation	Conference Title	£
Welsh Ambulance Services NHS Trust	Developing Partnerships with Primary Care	500.00
British Association of Audiologists	BAAT Conference 2003	1,000.00
University of Glamorgan	Promoting Recovery in People with Serious Mental Health Needs: Implications for change incorporating Nice Guidelines	1,000.00
Bro Morgannwg NHS Trust, Bridgend	Celebrating Collaboration – The Reality of Partnership Working	1,000.00
Bro Cerwyn Centre, Pembrokeshire and Derwen NHS Trust	The Role of the Psychological Therapies in an In-Patient Setting	1,000.00
Bro Cerwyn Day Hospital Pembrokeshire and Derwen NHS Trust	Art Therapists and their Art: exploring the origins of an interest in art and its relationship to current art therapy practice	1,000.00
Trauma and Orthopaedic Unit Royal Gwent Hospital	Whose Responsibility is it: Litigation and Documentation	490.89
British Orthoptic Society, Wrexham Maelor Hospital	Costing of funding an All Day Orthoptic Vision Science meeting	1,180.00
Health Professions Wales	Research Training Fellows Seminar	779.65
NEWI	Funding towards publication costs of 'The Clinical Times'	1,000.00
University of Wales College of Medicine, School of Nursing and Midwifery Studies	Primary Care Nursing: Moving the Boundaries Forward	1,000.00
Royal College of Nursing	RCN History of Nursing Society Conference: The Changing Faces of Infection	500.00
University of Wales Swansea	Health Promotion 2003: Research and Innovation	1,000.00
University of Wales College of Medicine (Chair of Wales Cyngor Cymru)	Cyngor Workshop	1,200.00
Morriston Hospital, Swansea NHS Trust	Developments in Nursing – Marching into the new Millennium	350.00
Health Professions Wales/Royal College of Nursing/National Association of Theatre Nurses	Evolving Roles – Supporting Structures	1,000.00
Health Professions Wales	Practice Facilitator Forum	864.71
TOTAL		£ 17,865.25

ACCREDITATION SERVICE SCOPING PROJECT

- 1 The Welsh Assembly Government set up Health Professions Wales on 1 April 2002. The Health and Social Services Committee within the Assembly determined that Health Professions Wales (HPW) should offer an Accreditation Service. Its policy remit stated that HPW should:
 - Offer an accreditation service for health service personnel in Wales to identify and promote benchmark models of best practice for evolving models of service delivery and staff development.
 - Provide an accreditation service with a 'quality kite mark' recognising participating health care organisations in Wales as Study Centres to offer quality assured updating and in-service education for nurses, midwives and health visitors.
 - Approve, monitor and evaluate Welsh education providers and courses for continuing professional development for nurses and midwives.
- 2 HPW inherited an Accreditation Service from the Welsh National Board for Nursing, Midwifery and Health Visiting (WNB), which HPW has continued to offer. The service included a post registration undergraduate Continuing Professional Development (CPD) framework for nurses and midwives, and the accreditation of Study Centres (awarded to organisations that have robust in-house education and training provision).
- 3 A project to scope the potential expansion of HPW's accreditation service began in July 2003. The Project Team consisted of:

Jean White, Project Lead, Professional Adviser at HPW
Tracy Beasley, secondee from North Glamorgan NHS Trust (2 days/week)
Natalie Vanderlinden, secondee from Pontypridd & Rhondda NHS Trust (1 day/week)
Sally Wilkins, Examinations and Records Officer at HPW (1 day per week)
Joanne Harvey, Project Administrator (2.5 days per week)
- 4 A Project Board was convened to manage the project on a day-to-day basis. The membership of the Project Board was:

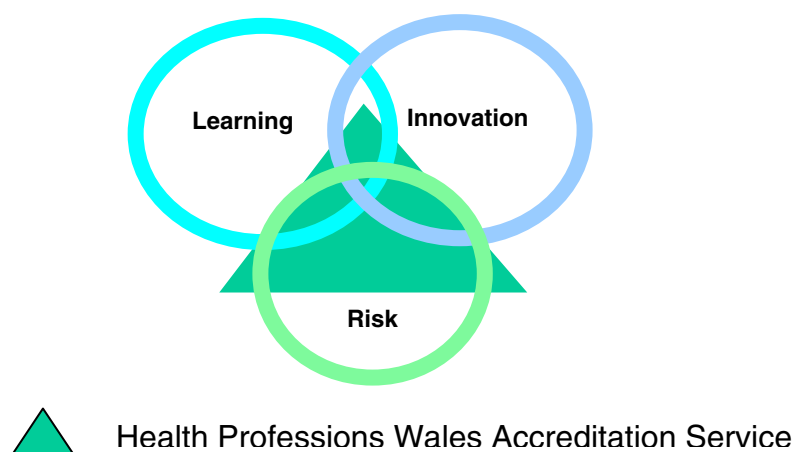
Dr Barbara Bale, Acting Chief Executive, HPW
Thomas Moore, Director – Quality and Standards, HPW (until end December 2003)
Judith Allen, Head of RCN Institute Wales (until end December 2003)
Martin Semple, Head of RCN Institute Wales (from January 2004)
Marion Andrews-Evans, Regional Nursing Officer, South East Region
Andy Thomas, Welsh Scientific Advisory Committee representative
Irene Allen, Welsh Assembly Government
Brenda Houston, Centre for Health Leadership Wales representative
Martin Booy, University of Wales College of Medicine, Higher Education representative
- 5 The objectives agreed for the project were:
 - a. To review the existing accreditation service inherited from the WNB
 - b. To review existing standards and procedures for the accreditation of Study Centres
 - c. To scope the potential areas for expansion of HPW's accreditation service
 - d. To develop an evidence base
 - e. To market test support within Wales for the expansion of HPW's Accreditation Service
- 6 The timeframe for the project was July 2003 – February 2004 and results were reported to HPW's Management Group meeting in March 2004.

Report on Health Professions Wales in 2003/2004

Appendix 16 continued

- 7 The methods used in undertaking this scoping exercise involved a combination of review of the literature and consultation with stakeholders. Contact with stakeholders involved face-to-face, telephone, email, questionnaire and written contact.
- 8 A focus group meeting was convened on 9 January 2004 in order to consider the proposals that had been developed following review of the literature and policy frameworks, and discussions with stakeholders. (See below for membership.) The information gathered from the focus group assisted in developing the recommendations.
- 9 The evidence gathered during the scoping exercise indicated that an expanded accreditation service could support the recommendations from the *Review of Health and Social Care* (2003) (Wanless Review), namely: innovation including supporting change in the workforce; risk management; and the promotion of learning for healthcare practitioners. (Diagram below illustrates this point.)

Diagram 1: Areas of impact of HPW's accreditation service



- 10 Three models were developed from the information gathered during the project, each having a specific key role as the main driver for the service. The three key drivers being: Changing Workforce, Education and Training (of healthcare staff), and Culture and Environment (within an organisation). The recommendation from the majority of stakeholders was that the model with the Changing Workforce as the key driver should form the basis of HPW's expanded accreditation service.

Preferred Model

- 11 The focus of the accreditation service described in the preferred model supports the agenda to modernise the workforce (*Review of Health and Social Care in Wales 2003*), in particular the development of expanded and new roles including those that cross professional boundaries. (See below for an illustration of the model.)
- 12 The purpose of the accreditation service would be to:
 - Support the development of the functions and responsibilities of expanded and new roles (innovation)
 - Facilitate the development of education and training to underpin the introduction of the expanded or new role, and monitor the standards of said education and training (learning)

Report on Health Professions Wales in 2003/2004

Appendix 16 continued

- Ensure processes are in place within the organisation to identify, develop and support the expanded or new role (risk management).

13 The processes proposed for achieving the above stated purpose could include:

- The development of a knowledge management system so that there would be a central location where information about developments in Wales could be stored. Information could be posted on the HPW website so that it is easily accessible. This would act as a resource for organisations and a means by which best practice could be shared. It would be important that access to information about developments in the rest of the UK were also available. HPW could act as a conduit for information sharing about new role developments. HPW would need to work collaboratively with stakeholders to establish a process to share knowledge.
- Engagement with stakeholders in order to provide advice and guidance about the appropriate education and training needed to underpin the introduction and ongoing development of an expanded or new role. To ensure a consistent and quality approach to education and training across Wales, HPW will need to set up a framework through which to monitor provision, and offer advice and guidance for development where necessary. HPW would need to work collaboratively with education providers and other agencies involved in provision, for example, within the newly combined Innovations in Care/Centre for Health Leadership Wales
- Development of a review process whereby advice and guidance can be offered to organisations about the management of risk when introducing an expanded or new role. HPW would need to work collaboratively with other agencies such as the National Patient Safety Association, Healthcare Inspectorate Wales, newly combined Innovations in Care/Centre for Health Leadership Wales, etc.
- The existing CPD framework for nurses and midwives would continue under this model. The range of modules that make up this framework can be used to support nursing and midwifery staff who are developing their roles in practice. Activity includes approval/re-approval and annual monitoring.

14 The resources needed to support this model include:

- The necessary IT equipment and software package to support the development of the database. Suitably trained administrative staff would be required to input data, produce periodic reports, disseminate information electronically and form links with other data sources across the UK.
- Dedicated professional advisers to work collaboratively with organisations, to offer advice and guidance, help develop suitable education and training programmes, determine processes for risk management and ongoing monitoring.

Existing Accreditation Service

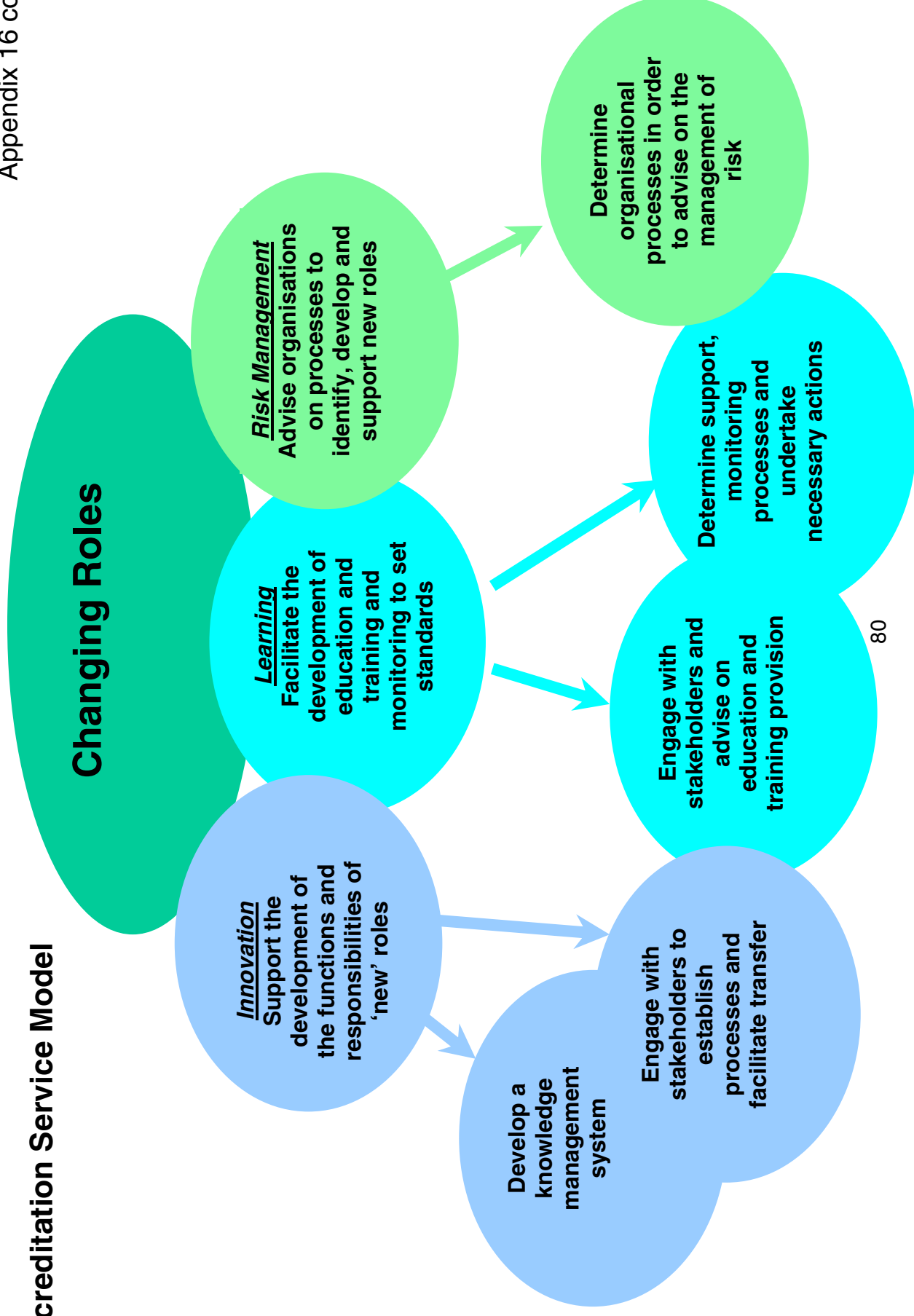
- 15 The evidence gathered through the scoping exercise concluded that in relation to the CPD framework for nurses and midwives, it should continue in its present form but be subject to ongoing review.
- 16 The evidence gathered through the scoping exercise concluded that there is little support for continuing the accreditation of Study Centres in its current format.

Conclusion

- 17 Members of HPW's Management Group meeting, held on 16 March 2004, accepted the recommendations from the Accreditation Service Scoping Project.

The outcome of this project helped the Assembly determine HPW's remit for 2004/05.

Accreditation Service Model



Report on Health Professions Wales in 2003/2004

Appendix 16 continued

Membership of Accreditation Service Focus Group

Dr Barbara Bale	Acting Chief Executive, Health Professions Wales
Mike Collins	National Training Manager, Ambulance Training College, Welsh Ambulance Services NHS Trust
Mary Cooksley	Welsh Nursing and Midwifery Committee representative, Head of Service Redesign, Bridgend Local Health Board
Tina Donnelly	Nursing Officer, Office of the Chief Nursing Officer, Welsh Assembly Government
Jenny Frost	Deputy Chief Scientific Officer, Welsh Assembly Government
Paul Frowen	Welsh Therapies Advisory Committee representative, Head of School, Wales Centre for Podiatric Studies, UWIC
Mary Gilbert	Education, Training and Development (HR Division), Health and Social Care Department, Welsh Assembly Government
Stephen Griffiths	Nurse Executives (Wales) representative, Director of Nursing and Patient Services, Ceredigion and Mid Wales NHS Trust
Brenda Houston	Senior Development Manager, Centre for Health Leadership Wales
Judyth Jenkins	Welsh Therapies Advisory Committee representative, Head of Service, Department of Nutrition and Dietetics, Cardiff and Vale NHS Trust
Peter Johns	Chief Officer, Association of Welsh Community Health Councils
Professor Joyce Kenkre	Cyngor representative, Professor of Primary Care School of Care Sciences, University of Glamorgan
Sue King	Welsh Therapies Advisory Committee representative, Superintendent Physiotherapist – Mental Health Services, Swansea NHS Trust and Centre for Health Leadership
Jane Martin	Welsh Therapies Advisory Committee representative, Assistant Head of Occupational Therapy Services, Bro Morgannwg NHS Trust
Grayham McLean	Training Officer (Central/West), Welsh Ambulance Services NHS Trust
Teresa Owen	Project Officer, Health Professions Wales
Jill Paterson	Local Health Board Nurse Directors' representative, Nurse Director, Carmarthenshire Local Health Board
Mike Poole	Welsh Scientific Advisory Committee representative, Head Scientist, North West Wales NHS Trust
Andrew Price	Acting Chief Executive, Centre for Health Leadership Wales
Julie Reader	Human Resource Directors' representative, Associate Personnel Director, Gwent Health Group
Susan Roberts	Local Health Board Nurse Directors' representative, Nurse Director, Anglesey Local Health Board
Martin Semple	Royal College of Nursing, Head of Royal College of Nursing Institute Wales
Julian Golding-Sherman	Independent Sector representative, Clinical Development Facilitator, BUPA Hospital, Cardiff
Jan Smith	Therapy Adviser, Welsh Assembly Government
Rosanna Sutton	Project Officer, Health Professions Wales
Jenny Theed	Local Health Board Nurse Directors' representative, Nurse Director, Cardiff Local Health Board
Malcolm Thomas	Education Adviser, Care Council for Wales

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Project team members from Health Professions Wales

Tracy Beasley	Seconded to HPW Project Team, Training Officer, North Glamorgan NHS Trust
Jean White	HPW Acting Director – Quality and Standards
Sally Wilkins	HPW Examinations and Records Administrator
Natalie Vanderlinden	Seconded to HPW Project Team, Head of Speech and Language Therapy Service, Pontypridd and Rhondda NHS Trust

Membership of Accreditation Service Steering Group

Judith Allen	Head of Royal College of Nursing Institute Wales
Dr Barbara Bale	Acting Chief Executive, HPW
Tina Donnelly	Nursing Officer, Office of the Chief Nursing Officer, Welsh Assembly Government
Mark Elwell	Clinical Nurse Manager, BUPA, Cardiff
Mick Fisher	Professional Adviser, HPW
Paul Frowen	Welsh Therapies Advisory Committee representative, Head of Podiatry, University of Wales Institute, Cardiff
Mary Gilbert	Education, Training and Development (HR Division) Health and Social Care Department, Welsh Assembly Government
Stephen Griffiths	Nurse Executives Wales representative, Director of Nursing and Patient Services, Ceredigion and Mid Wales NHS Trust
Brenda Houston	Senior Development Manager, Centre for Health Leadership Wales
Jane Jeffs	Chief Executive and then Representative, Association of Welsh Community Health Councils
Judyth Jenkins	Welsh Therapies Advisory Committee representative, Chief Dietitian, Cardiff and Vale NHS Trust
Professor Joyce Kenkre	Cyngor Representative, Professor of Primary Care School of Care Sciences, University of Glamorgan
Sue King	Welsh Therapies Advisory Committee representative, Senior Physiotherapist Swansea NHS Trust and Centre for Health Leadership Wales
Jane Martin	Welsh Therapies Advisory Committee representative, Head of Occupational Therapy, Princess of Wales, Bro Morgannwg NHS Trust
Thomas Moore	Director – Quality and Standards, HPW
Teresa Owen	Project Officer, HPW
Dr Robyn Phillips	Professional Adviser, HPW
Michael Poole	Welsh Scientific Advisory Committee representative Head Scientist, North West Wales NHS Trust
Andrew Price	Acting Chief Executive, Centre for Health Leadership Wales
Nicola Rowlands	Professional Adviser, HPW
Rosanna Sutton	Project Officer, HPW
Malcolm Thomas	Education Adviser, Care Council for Wales
Jean White	Project Lead, Acting Director – Quality and Standards, HPW – Chair
Sally Wilkins	Examinations and Records Administrator, HPW

Health Care Support Workers: All-Wales scoping exercise

Background

The continual drive to enhance quality and standards of care within the National Health Service (NHS) has placed education and training of the NHS workforce, including those who work in support roles, high on the government's policy agenda.

From its inception, Health Professions Wales (HPW) was given a broad remit for education and training of Health Care Support Workers (HCSWs) in Wales. However, there was anecdotal evidence that the existing provision of training and development opportunities for support staff in the NHS in Wales, varied considerably in quality, quantity and level of provision, with diversity even across the different healthcare professions within individual Trusts and Local Health Boards (LHBs). Early discussions with key stakeholders indicated that given this limited and anecdotal 'knowledge' re current provision, there would be value in undertaking an all-Wales scoping exercise to determine more accurate and comprehensive baseline information which could inform the way forward for future work and development. It also became evident from preliminary work and discussions that 'Health Care Support Worker' was almost an 'umbrella'/generic term — many different titles being assigned to those who worked as 'Health Care Support Workers'.

Aim

The aim of the scoping exercise, therefore, was to determine an All-Wales picture of:

- the numbers of those who work in support posts;
- type of role and tasks undertaken;
- titles used;
- employment grades;
- training and development opportunities provided.

On completion of the scoping exercise, HPW would work with stakeholders to agree models of best practice, both within and across professions. The outcome of the scoping exercise thus had potential for determining an all-Wales framework for educational preparation and development for those undertaking the support worker role and who make a substantial and valuable contribution to delivery of high quality care within the NHS.

The Scoping Exercise

For the purpose of the scoping exercise, a Health Care Support Worker is defined as:

'A person who works in a supportive role to a registered professional within HPW's remit and whose role has an impact on client/patient care, diagnosis and treatment.'

Inclusion and exclusion criteria to support this definition were included for guidance with the scoping tool documentation.

The information requested was relatively straight-forward (numbers, titles, grades, job profiles, training provided), but it was important to design a scoping/data collection tool which facilitated ease of completion and maximised return rate. A great deal of preparatory work and consultation with key stakeholders, including workforce planners at the Welsh Assembly Government, therefore took place. This consultation with stakeholders was central to informing the design of the scoping tool and its appropriate distribution within organisations. The scoping tool was also piloted prior to final distribution.

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Scoping documentation, in the form of a 'Tool Kit' and accompanying letter, was sent to all Trusts and Local Health Boards (LHBs) via the Directors of Human Resources and Executive Nurses respectively. Each 'Tool Kit' contained specific forms for data collection (separate package for each profession), guidance notes, return details, list of professions included in HPW's remit and hence the scoping exercise and inclusion/exclusion criteria to further clarify the definition of 'Health Care Support Worker'. A 'helpline' contact was given also. Scoping documentation was issued electronically and by hard copy. Returns could be by either mode.

Outcomes

Responses were received from all Trusts and thirteen Local Health Boards, although not all responses are complete across all professional groups. However, the scoping exercise has collected a considerable amount of evidence to support the initial premise that, overall, Health Care Support Workers in Wales are employed in a wide variety of job roles, at varying salary grades and have diverse titles which may/may not describe their role. Provision for education and training of HCSWs is similarly diverse. For example, for Health Care Scientists, there were returns for 184 Health Care Support Workers with 60 different titles assigned to their roles. While there may be some variations between professions, for example in Dietetics, there is more consensus re title for grade and Paramedics have some well structured accredited training, the overall picture is complex.

Some data from the returns for Health Visiting provide an illustration typical of other professions. Information was provided for 141 Health Care Support Workers within Health Visiting. They are employed within 9 different NHS organisations and hold 14 different titles across 4 different grades. At grade A, they are all given the title of Nursing Support Worker. For grade B, Nursing Assistant is used for over half, but other titles include Health Care Assistant, Nursery Nurse, Health Visiting Assistant and Support Worker. At grade C, 8 different titles are cited. All Health Care Support Workers within Health Visiting are provided with in-service training. Six organisations offer NVQ training, with several providers identified, but NVQ training is only offered to grades B and C. One organisation offers BTEC training to grade C only.

Similarly, information was returned on 362 Health Care Support Workers working in Occupational Therapy. They are employed within 14 different organisations. HCSWs in Occupational Therapy hold 17 different titles across 4 different grades. The majority are 'Helper' grade and the grade is reflected in their title — Occupational Therapy Assistant. Support staff in Occupational Therapy are also employed on Tech 3 grade and are called Technical Instructor — the same title used for the majority of Tech 2 staff. All support staff in Occupational Therapy receive in-service training. One organisation providing this has the training accredited through the Open College Network. Other organisations provide a range of other educational opportunities, including NVQ and BTEC.

The situation for Nursing is far more complex where returns are given for 10,895 Health Care Support Workers. These hold 78 different titles across 12 different grades with salaries ranging from £6,000 to £37,000. Provision for their education and training is similarly diverse.

The scoping tool asked for examples of training packages to be forwarded with the numerical data. Although limited in number, these provided some good examples of the type of provision for education and training. Additional to the scoping exercise, however, were the funding bids to Health Professions Wales for support for Trust/LHB initiatives re education and development of Support Workers. The funding bid exercise provided many excellent examples of uni-professional and multi-professional initiatives developed by Trusts/LHBs to enhance the skills of their non-professional workforce. Some of these demonstrated initiatives in preparation for new roles, while others ensured a minimum baseline level of provision of education for all Health Care Support Workers. It may be that some 'non returns' for training packages felt they had already provided the information. In making recommendations for the way forward for HPW's remit for Support Workers, outcomes from both the scoping and funding bid exercises have, therefore, informed the recommendations.

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Key Recommendations

- To work with stakeholders to share the outcomes of the scoping exercise and agree models and examples of good practice in relation to education, training and ongoing development for Health Care Support Workers.
- Determine a framework for Wales regarding the educational preparation and provision of ongoing training for those in support roles.

Underpinning each of these key recommendations is work in relation to consensus and parity of job titles and grades for specific roles, including where appropriate:

- a clearer definition of a Health Care Support Worker;
- accreditation for training provided, be that academic and/or professional, which is directly linked to role competencies and measurable against national standards, for example Knowledge and Skills Framework and National Occupational Standards;
- exploring ways to work across professional boundaries and across the health and social care interface;
- securing appropriate levels of funding, to support both the framework and initiatives which contribute to it.

The overall aim of ongoing work for HPW in relation to education and training of Health Care Support Workers, remains focused on aiming to enhance the development of their knowledge and skills to enable them to contribute to delivery of high quality care within the NHS.

Project team members from Health Professions Wales

Sharon Harris	Seconded on a part-time basis to HPW Project Team, Community Nursing Support Worker from a Community Mental Health Team, Swansea NHS Trust
Dr Robyn Phillips	Health Care Support Worker Project Manager, HPW Professional Adviser
Deborah Ryan	Seconded on a part-time basis to HPW Project Team, Lead Practitioner in Training and Development in Theatres, North Glamorgan NHS Trust
Maria Whittaker	HPW Project Officer, Health Care Support Workers. Seconded on a full time basis, Superintendent Physiotherapist, Gwent Health Care NHS Trust

Students eligible for bursaries from the Student Awards Unit

The NHS Wales Students Awards Unit is responsible for the administration of the NHS Wales Bursary Scheme. This scheme provides financial support for students undertaking NHS funded courses in Wales and certain Welsh domiciled medical and dental students.

The NHS bursary

All students undertaking NHS courses have their liability to tuition fees paid by the NHS, regardless of income. Additionally, the student may be entitled to a grant to help with living costs. There are two types of bursaries:

- Means tested
- Non-means tested

The Student Awards Unit is primarily concerned with assessing the level of means tested bursaries for students undertaking the following courses:

- Audiology and Cardiology
- Chiropody/Podiatry
- Dental Hygiene
- Dental Therapy
- Dentistry (from fifth year onwards)
- Dietetics
- Medicine (from fifth year onwards)

- Occupational Therapy
- Physiotherapy
- Radiography
- Speech and Language Therapy

The Student Awards Unit provides guidance to Higher Education Institutions on the administration of the Bursary Scheme in relation to non-means tested bursaries. The following courses are eligible for non-means tested bursaries:

- Nursing
- Midwifery

New development

During 2003/2004 The rates of grants and allowances were increased by 2.4%.

Progress to March 2004

The number of means tested bursary applications processed totalled 1466. This represented an increase of 21% on 2003 figures. Medical and dental students accounted for 304 of the total to March 2004. This represented an increase of 54% on 2003 figures but is expected to stabilise at this level. In the period to March 2004, a total of 144 disabled student allowances were processed, consisting of 78 full assessments and 66 reassessments.

Local Supervising Authority for statutory supervision of midwives

Statutory Supervision of Midwives contributes to protection of the public through supporting safe midwifery practice and adherence to UK-wide standards throughout Wales. From 1 April 2003, Health Professions Wales (HPW) has undertaken the Local Supervising Authority (LSA) function for Wales for Statutory Supervision of Midwives. This function was transferred from the Health Authorities to the Welsh Assembly Government and delegated to HPW from the Assembly. The role includes:

- co-ordinating an all-Wales approach to the practicalities of statutory supervision of midwives
- reviewing and updating the current all-Wales guidelines on supervision of midwives to ensure NMC standards are reflected in the guidelines
- providing an annual report to the NMC on the LSA activity, benchmarked against the NMC standards
- preparation of prospective Supervisors of Midwives
- facilitate updating for Supervisors of Midwives
- selection/appointment/deselection of Supervisors of Midwives
- annual audit of supervisory practice in each maternity unit
- database of all Supervisors of Midwives in Wales
- policy document/guidance letter to be issued every two years stipulating how HPW as the LSA will meet its statutory requirements
- arrangements for collection of annual notification of intention to practise as a midwife and forwarding same to NMC (potential electronic transfer)
- annual meeting of LSA and Supervisors of Midwives
- direct link between LSA and Supervisors of Midwives
- determine the means by which advice is sought from the NMC re issues relating to supervision of midwives
- issue policy document/guidance re process for investigation and suspension of a midwife from practice.

Prior to 1 April 2003, the LSA role was the responsibility of the five Health Authorities which utilised senior midwifery personnel from Trusts across Wales as Lead Supervisors of Midwives to carry out the operational functions of statutory supervision of midwives on behalf of the LSA. HPW, in conjunction with LSA staff and their employers agreed to continue this process during 2003/2004.

Given the work involved in establishing HPW in its LSA role, a secondment opportunity as a Project Officer at HPW was offered to the four Lead Supervisors of Midwives. The specific focus of the secondment was to review the existing arrangements for statutory supervision of midwives across Wales, to co-ordinate the function on an All-Wales basis and make recommendations for a future service. An LSA Project Officer was appointed on secondment from Carmarthenshire NHS Trust for two days per week.

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Appendix 20

Approved Consultant Posts For Allied Health Professionals, Nurses, Midwives and Health Visitors as at end of March 2004

Trust	Title of Post	Status	Post Filled	Date of Appointment
Bro Morgannwg NHS Trust	Women's Health	WAG Approved November 2000	YES	June 2001
	Learning Disabilities	WAG Approved September 2002	NO	
	Accident and Emergency	WAG Approved September 2002	NO	
	Substance Misuse	WAG Approved September 2001	NO	
	Forensic Mental Health	HPW Approved February 2004	To be advertised	
Caerphilly Local Health Board	Gerontology	HPW Approved February 2004	To be advertised	
Cardiff and Vale NHS Trust	Vulnerable Adults	WAG Approved November 2000	YES	March 2002
	Socially Excluded Groups	WAG Approved September 2001	YES	October 2002
	Cardiac Care	WAG Approved November 2000	YES	March 2002
	Ethnic Minority Women Consultant Midwife	WAG Approved September 2001	YES	February 2003
	Midwifery	HPW Approved September 2003	Advertised 2004	

KEY

WAG: Welsh Assembly Government

HPW: Health Professions Wales

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Trust	Title of Post	Status	Post Filled	Date of Appointment
Cardiff and Vale NHS Trust (continued)	Continence Services	HPW Approved September 2003	NO	
	Critical Care	HPW Approved September 2003	YES	April 2004
	Child and Adolescent Mental Health Services	HPW Approved September 2003	NO	
	Adult Mental Health	HPW Approved September 2003	Advertised April 2004	
	Substance Misuse (Mental Health)	HPW Approved February 2004		
	Genetics	WAG Approved September 2002	YES	October 2003
	Mental Health and Peri-Natal Services	WAG Approved February 2003		
Ceredigion and Mid Wales NHS Trust	Older Person	WAG Approved November 2000		
	Consultant Midwife	WAG Approved September 2002	NO	
	Child Health	WAG Approved September 2002	NO	
Conwy and Denbighshire Local Health Board	Primary Health and Social Care	HPW Approved September 2003		
	Critical Care	HPW Approved September 2003		
	Mental Health - Psychotherapy	HPW Approved September 2003		

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Trust	Title of Post	Status	Post Filled	Date of Appointment
Conwy and Denbighshire Local Health Board (continued)	Child Health	WAG Approved November 2000	YES	August 2001
	Child and Adolescent Mental Health	WAG Approved September 2002		
Gwent Healthcare NHS Trust	Continence Services	WAG Approved September 2002	YES	January 2003
	Child and Adolescent Mental Health	WAG Approved September 2002	YES	February 2003
	Midwifery – Normal Childbirth	WAG Approved September 2002	YES	January 2003
	Heart Failure Services	HPW Approved September 2003	To be advertised	
	Dermatology Services	HPW Approved September 2003	To be advertised	
North East Wales NHS Trust	Substance Misuse	WAG approved November 2000	YES	April 2001
	Adult Mental Health	HPW Approved September 2003	YES	May 2004
	Consultant Nurse Cancer Services	WAG Approved November 2000	To be advertised	
North Glamorgan NHS Trust	Midwifery Vulnerable Women	WAG Approved November 2000	YES	April 2001
	Mental Health – Serious Mental Illness	WAG Approved November 2000	YES	April 2001
	Liaison Psychiatry (Mental Health)	WAG Approved September 2002	NO	

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Trust	Title of Post	Status	Post Filled	Date of Appointment
North Glamorgan NHS Trust (continued)	Domestic Violence (Consultant Health Visitor)	WAG Approved September 2002	NO	
North West Wales NHS Trust	Child and Adolescent Mental Health Services	WAG Approved March 2002	To be re-advertised	
Pembrokeshire and Derwen NHS Trust	Psychosocial Interventions in Mental Health	WAG Approved September 2001	YES	January 2003
Pontypridd and Rhondda NHS Trust	Teenage Pregnancy and Sexual Health	WAG Approved November 2000	Vacant	April 2001
	Dementia Care	WAG Approved February 2003		
Swansea NHS Trust	Cardiac Care	WAG Approved November 2000	YES	September 2001
	Urology (Men's Health)	WAG Approved March 2002		
	Health Visitor	WAG Approved September 2001		
	Intermediate Care for Older People	WAG Approved September 2001		
	Children and Young Families	WAG Approved February 2003		
Velindre NHS Trust	Health Protection/ Communicable Disease Control	WAG Approved September 2001	YES	August 2002
	Nurse Consultant Public Health	WAG Approved February 2003	NO	

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The Scrutiny Panel

During the year 2003/2004 the Panel which scrutinises the submissions from the Trustees met twice, in November 2003 and February 2004.

Membership of Scrutiny Panel at 25 November 2003

Name	Designation	Representing
Judith Allen	Head of Royal College of Nursing Institute Wales	RCN
Dr Barbara Bale	Acting Chief Executive, HPW	HPW
John Evans	Assistant Director, School of Health Science, University of Wales Swansea	Higher Education
Stephen Griffiths	Director of Nursing and Patient Care, Ceredigion and Mid Wales NHS Trust	Nurse Executive (Wales)
Bob Hall	Vice Chair, Association of Welsh Community Councils	Welsh Health Community Councils
Grace Lewis-Parry	Chief Executive, Gwynedd Local Health Board	Chief Executive Group, Local Health Boards
Thomas J Moore	Director – Quality and Standards, HPW	HPW
Ann Owen	Professional Officer for Wales, Community Practitioners and Health Visitors Association, Amicus MSF Section	CPHVA/Amicus
Dr Robyn Phillips	Professional Adviser (Midwifery), HPW	HPW
Julie Reader	Associate Personnel Director, Gwent Healthcare Trust	All-Wales Human Resources Group
Neil Wooding	Director, Centre for Equality and Human Rights	Centre for Equality and Human Rights
Tom Woods	Corporate Support Manager to NHS Trusts in Wales, based at Bro Morgannwg Trust	Chief Executives Group, NHS Trusts

Membership of Scrutiny Panel at 26 February 2004

Name	Designation	Representing
Dr Barbara Bale	Acting Chief Executive, HPW	HPW
John Evans	Assistant Director, School of Health Science, University of Wales Swansea	Higher Education
Bob Hall	Vice Chair, Association of Welsh Community Councils	Welsh Health Community Councils

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Name	Designation	Representing
Alison Jones	Consultant Nurse (Child Health) Conwy and Denbighshire NHJS Trust	Consultant Nurses Cymru
Grace Lewis-Parry	Chief Executive, Gwynedd Local Health Board	Chief Executive Group, Local Health Boards
Ann Owen	Professional Officer for Wales, Community Practitioners and Health Visitors Association, Amicus MSF Section	CPHVA/Amicus
Teresa Owen	Professional Adviser (Allied Health Professions), HPW	HPW
Dr Robyn Phillips	Professional Adviser (Midwifery), HPW	HPW
Julie Reader	Associate Personnel Director, Gwent Healthcare Trust	All-Wales Human Resources Group
Martin Semple	Head of Royal College of Nursing Institute Wales	RCN
Mr Neil Wooding	Director, Centre for Equality and Human Rights	Centre for Equality and Human Rights
Tom Woods	Corporate Support Manager to NHS Trusts in Wales, based at Bro Morgannwg Trust	Chief Executives Group, NHS Trusts
Helen Whyley	Professional Officer, Royal College of Nursing Wales	Partnership Forum
Helen Young	Executive Nurse, Conwy and Denbighshire NHS Trust	Nurse Executives Wales

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Appendix 21

Performance indicators 2003/2004

1 Undertake Annual Monitoring with each Education Provider:

Number in the year: 14

	APRIL - SEPT	OCT - MARCH	TOTAL
Annual Monitoring carried out	4	9	13*

*Annual Monitoring of Staff Development Unit, University of Wales, Aberystwyth, not required, as course did not run.

2 Monitor Careers Information Requests and Respond within 7 Working Days of Receipt:

	APRIL - SEPT	OCT - MARCH	TOTAL
Number of verbal requests	683	537	1,220
Number of written requests	152	167	319
Number of emails	269	92	361
Information sent to Agencies	4,160	1,520	5,680
Information sought by category:			
Entry to Profession	5,021	2,141	7,162
Continuing Development	243	175	418
Response times achieved	99.99%	100%	99.99%

3 Undertake Approval of Courses in line with NMC/HPW Criteria:

	APRIL - SEPT	OCT - MARCH	TOTAL
NMC Approval/Re-Approvals:			
Approval awarded:			
NMC courses	3	7	10
HPW Approvals/Re-Approvals:			
Approval awarded:			
Study Centres	5	5	10
Joint Awards	10	13	23
Other Activity	0	0	0

Approvals from a previous period can be confirmed in a later period.